



AGENDA

FINANCE COMMITTEE MEETING

Thursday, February 2, 2017 at 8:00 a.m.

City Hall Conference Room

425 N. Richardson – Roswell, NM 88201

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES Consider approval of the minutes of the January 5, 2016 meeting (pg. 2)

NON-ACTION ITEMS

1. Information Reports

ACTION ITEMS

2. Lodger's Tax Funding Request – Jesse Andrus & Mike Hillman Memorial Pro Rodeo (pg. 6)
3. Lodger's Tax Funding Request – 33rd Annual Milkman Triathlon (pg. 10)
4. Lodger's Tax Funding Request – 7th Annual Tour de Ocho Millas (pg. 14)
5. Lodger's Tax Funding Request – Roswell Invaders Baseball 2017 Season (pg. 19)
6. Lodger's Tax Funding Request – Roswell Film Festival (pg. 23)
7. Lodger's Tax Funding Request – 2017 Roswell Hike It! & Spike It! 4-on-4 Charity Flag Football (pg. 27)
8. Resolution No. 17-05 – Adoption of NMFA Resolution & Application for Convention Center Bond (pg. 35)
9. Resolution No. 17-08 – Del Norte Park Donation (pg. 44)
10. Resolution No. 17-09 – FY2016-2017 Mid-Year Budget (pg. 51)
11. Discuss and Consider Approval for Memory Lawn Cemetery (pg. 70)

PUBLIC PARTICIPATION

12. Adjourn

*Other members of the governing body may or may not be present.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: January 27, 2016

**Regular Meeting of the Finance Committee
Held in the Conference Room at City Hall
Thursday, January 5, 2017**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

ROLL CALL

The meeting convened at 8:03 a.m. with Chairman Grant presiding and Councilors Perry and Denny being present. Councilor Henderson absent.

Staff present: Monica Garcia, Janice Self, Juanita Jennings, Louis Najjar, Kevin Dillon, Bill Morris, Steve Miko, Barry Goldstrom, Lupita Everett, Devin Graham, Scott Stark, Ruben Sanchez, Mike Mathews, Mike Stanton, Sharon Coll, Paula Hertwig-Hopkins, Elizabeth Stark-Rankins, Dennis Kintigh, and Becky Hicks.

Guests present: Lisa Dunlap, Larry Connolly, David Mantay, Kathy Lay, Molly Boyles, Peggy Seskey, and Mark Roper.

APPROVAL OF AGENDA

Councilor Denny moved to approve the January 5, 2017 Finance Committee Meeting agenda as presented. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

APPROVAL OF MINUTES

Councilor Denny moved to approve the minutes from the December 1, 2016 Finance Committee meeting as presented. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

NON-ACTION ITEMS

Informational Reports: Committee members had no questions.

Gross Receipts Tax Presentation: Ms. Stark-Rankins presented an overview of where we stand with regards to gross receipts. She provided brief information on the Statutes for use of the Gross Receipts.

Dean Baldwin Roof Funding: Ms. Garcia gave an overview of two options for funding for the Dean Baldwin Hangar roof repair.

ACTION ITEMS

Police Department Server Purchase: Mr. Goldstrom explained the need for the lease of a new server upgrade for the Police Department. The item was not budgeted in FY2016-2017. The lease purchase price is \$140,597. The cost will be distributed as follows: 75% Police, 20 % Dispatch (40% County), and 5% Fire. Councilor Perry moved to send to full City Council the request to purchase a new server for the Police Department. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

Lodger's Tax Request – 2017 UFO Festival: Ms. Self presented the request for funding of the 2017 UFO Festival, celebrating their 70th Anniversary, in the amount of \$61,750.00 as recommended by the Occupancy Tax Board. Ms. Lay, Ms. Boyles, and Ms. Seskey were available to answer questions from the committee members. Councilor Perry moved to send to full City Council proposed funding of \$75,000.00 for the 2017 UFO Festival, with a signed contract. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

Proposed Ordinance No. 17-02 – Request Authorization to Advertise for Public Hearing Adopting a Municipal Gross Receipts Tax: Ms. Garcia discussed Proposed Ordinance No. 17-02, requesting authorization to advertise for public hearing adopting a municipal gross receipts tax. The proposed ordinance will impose a municipal gross receipts tax of one eighth of one percent (0.125%) which will be dedicated to general municipal purposes. Councilor Denny moved to send to full City Council Proposed Ordinance No. 17-02. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

Proposed Ordinance No. 17-03 – Request Authorization to Advertise for Public Hearing Adopting a Municipal Infrastructure Gross Receipts Tax: Ms. Garcia discussed Proposed Ordinance No. 17-03, requesting authorization to advertise for public hearing adopting a municipal infrastructure gross receipts tax. The proposed ordinance will impose a municipal infrastructure gross receipts tax of one sixteenth of one percent (0.0625%) which will be dedicated to general municipal purposes. Councilor Denny moved to send to full City Council Proposed Ordinance No. 17-03. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

PUBLIC PARTICIPATION

None

ADJOURN

The meeting adjourned at 9:16 a.m.

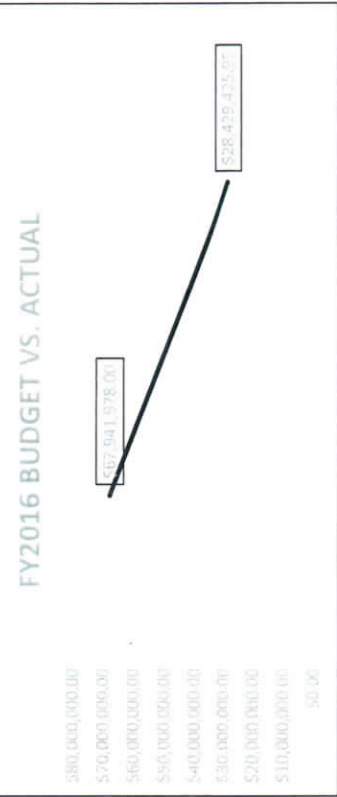


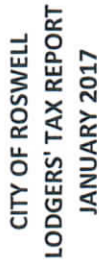
City of Roswell
Revenue Report
December 31, 2016

FY2016-2017

YTD - 50%

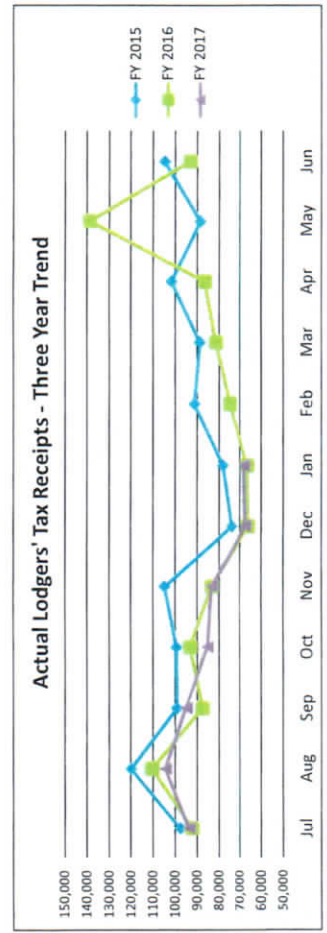
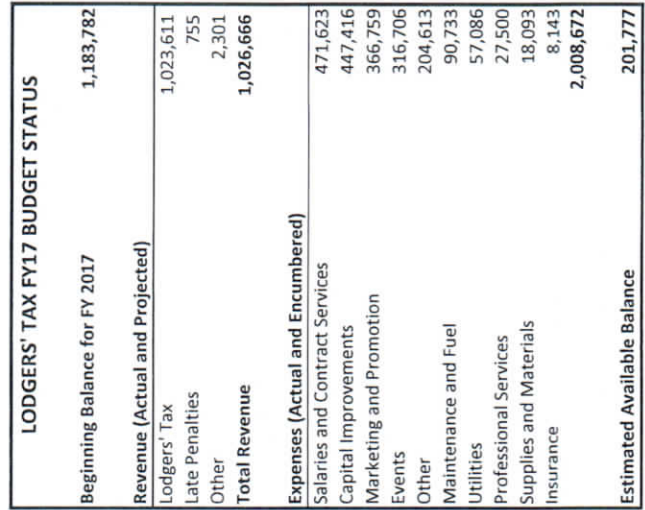
| FUND | DESCRIPTION | ANNUAL ESTIMATED | YTD ACTUAL | %Revenue | %Revenue Unrealized | Unrealized Balance |
|-----------------|-----------------------|------------------------|------------------------|---------------|---------------------|------------------------|
| General Fund | Ad Valorem Tax | \$4,908,025.00 | \$1,469,841.75 | 29.95% | 70.05% | \$3,438,183.25 |
| General Fund | Gross Receipt Tax | 28,500,000.00 | 14,929,819.13 | 52.39% | 47.61% | 13,570,180.87 |
| General Fund | Franchise Fee | 1,853,500.00 | 898,376.30 | 48.47% | 51.53% | 955,123.70 |
| General Fund | State Shared | 186,000.00 | 83,191.99 | 44.73% | 55.27% | 102,808.01 |
| General Fund | License Fee | 105,250.00 | 44,588.00 | 42.36% | 57.64% | 60,662.00 |
| General Fund | Permits | 323,112.00 | 171,831.99 | 53.18% | 46.82% | 151,280.01 |
| General Fund | Other | 3,932,752.00 | 1,453,243.19 | 36.95% | 63.05% | 2,479,508.81 |
| General Fund | Transfers TO | -6,843,628.00 | -3,386,186.03 | 49.48% | 50.52% | -3,457,441.97 |
| General Fund | Transfers FROM | 1,244,758.00 | 635,362.98 | 51.04% | 48.96% | 609,395.02 |
| Airport Fund | Water & Sewer | 530,000.00 | 265,736.32 | 50.14% | 49.86% | 264,263.68 |
| Airport Fund | Parking Fees | 400,000.00 | 316,831.00 | 79.21% | 20.79% | 83,169.00 |
| Airport Fund | Building Rent | 1,650,000.00 | 835,584.45 | 50.64% | 49.36% | 814,415.55 |
| Airport Fund | PFC | 150,000.00 | 100,082.26 | 66.72% | 33.28% | 49,917.74 |
| Airport Fund | Other | 11,361,401.00 | 1,914,093.40 | 16.85% | 83.15% | 9,447,307.60 |
| Airport Fund | Transfers TO | -472,000.00 | -241,000.00 | 51.06% | 48.94% | -231,000.00 |
| Airport Fund | Transfers FROM | 281,852.00 | 8,144.98 | 2.89% | 97.11% | 273,707.02 |
| Sanitation Fund | Refuse Collection Fee | 4,950,000.00 | 2,445,855.13 | 49.41% | 50.59% | 2,504,144.87 |
| Sanitation Fund | Landfill Fee | 900,000.00 | 356,203.80 | 39.58% | 60.42% | 543,796.20 |
| Sanitation Fund | Roll Off Fee | 115,000.00 | 86,461.28 | 75.18% | 24.82% | 28,538.72 |
| Sanitation Fund | Other | 307,133.00 | 193,611.87 | 63.04% | 36.96% | 113,521.13 |
| Sanitation Fund | Transfer TO | -766,268.00 | -407,073.00 | 53.12% | 46.88% | -359,195.00 |
| Water Fund | Water Sales | 8,000,000.00 | 4,520,912.74 | 56.51% | 43.49% | 3,479,087.26 |
| Water Fund | Sewer | 3,900,000.00 | 1,999,127.93 | 51.26% | 48.74% | 1,900,872.07 |
| Water Fund | Other | 3,882,650.00 | 512,801.45 | 13.21% | 86.79% | 3,369,848.55 |
| Water Fund | Transfers TO | -1,457,559.00 | -778,016.96 | 53.38% | 46.62% | -679,542.04 |
| TOTAL | | \$67,941,978.00 | \$28,429,425.95 | 47.23% | 52.77% | \$39,512,552.05 |





| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | YTD Total |
|-----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----------|
| FY 15 | 23,846 | 28,087 | 23,650 | 23,817 | 25,024 | 18,502 | 19,587 | 21,171 | 20,003 | 22,885 | 20,539 | 22,643 | 269,754 | 142,976 |
| FY 16 | 20,826 | 24,973 | 20,285 | 22,020 | 19,578 | 14,957 | 15,765 | 16,609 | 18,290 | 19,700 | 35,123 | 20,350 | 248,476 | 122,639 |
| FY 17 | 21,335 | 23,007 | 21,103 | 19,622 | 19,687 | 16,603 | 17,598 | | | | | | 138,955 | 121,357 |
| Available Room Nights | 44,310 | 45,787 | 45,787 | 44,310 | 45,787 | 42,450 | 41,943 | | | | | | 310,374 | |
| Occupancy % | 48.1% | 50.2% | 46.1% | 44.3% | 43.0% | 39.1% | 42.0% | | | | | | 44.8% | 45.1% |

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | YTD Total | Budget % |
|--------------------|--------|---------|--------|--------|---------|--------|--------|--------|--------|---------|---------|---------|---------------|-----------|----------|
| FY 15 | 97,411 | 119,691 | 98,916 | 99,236 | 104,506 | 73,815 | 77,958 | 90,900 | 88,541 | 101,407 | 88,273 | 104,359 | 1,145,013 | 593,576 | |
| FY 16 | 92,243 | 110,451 | 87,548 | 93,266 | 83,361 | 66,076 | 66,390 | 74,869 | 81,501 | 86,567 | 138,810 | 93,103 | 1,074,185 | 532,945 | |
| FY 17 | 93,694 | 104,339 | 94,960 | 85,296 | 83,433 | 67,404 | 67,981 | | | | | | 597,106 | 529,125 | 58.7% |
| | | | | | | | | | | | | | FY 17 Budget: | 1,017,094 | |
| | | | | | | | | | | | | | Balance: | 419,988 | 41.3% |
| Estimated Past Due | 26,457 | 8,911 | 7,308 | 8,236 | 7,241 | 2,504 | | | | | | | 60,656 | | 6.0% |





ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Jesse Andrus & Mike Hillman Memorial Pro Rodeo in the amount of \$5,000.00 (five thousand dollars)

BACKGROUND:

The Jesse Andrus & Mike Hillman Memorial Pro Rodeo is scheduled for April 21-22, 2017. This event has been funded since 2011. The event brings competitors from all over New Mexico and honors the memory of Jesse & Mike. The event estimates 3000 attendees, which include 500 from outside Chaves County. The location of the event will be the Eastern New Mexico State Fair Arena.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
 - Jesse Andrus & Mike Hillman Memorial Pro Rodeo – budgeted in the amount of \$3,500.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Jesse Andrus & Mike Hillman Memorial Pro Rodeo in the amount of up to \$3,500.00 (three thousand five hundred dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL - SPECIAL EVENT LODGERS' TAX FUNDS - APPLICATION

| | |
|--|---|
| NAME OF EVENT: | Jesse Andrus & Mike Hillman Memorial Pro Rodeo |
| DATE(S) OF EVENT: | April 21 & 22 (application required 90 days prior to event) |
| NAME OF ORGANIZATION APPLYING FOR FUNDING: | ANDRUS LIVESTOCK |

| | | | |
|---|--|---|-----|
| DESCRIBE EVENT: | Professional Rodeo in honor of Jesse & Mike | | |
| LOCATION OF EVENT: | ENMST ARENA | | |
| HOW WILL YOU ADVERTISE AND MARKET THE EVENT? | Radio, Newspaper, Internet, Social media, Magazine | | |
| HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? | Ticket stubs & turnstile | | |
| ESTIMATED TOTAL # OF ATTENDEES: | 3000 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: | 500 |
| HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? | YES | | |
| WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? | 36 | % | |
| WILL YOU HAVE A WEBSITE FOR YOUR EVENT? | yes | | |
| EVENT WEBSITE (if applicable): | www.jesseandmikememorial.com | | |

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 5,000⁰⁰

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT, COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

| | | | |
|---|---------------------------------|--------------------------------|----------------------|
| NAME (PRINT) OF APPLICANT MAKING REQUEST: | MARCE ANDRUS | | |
| SIGNATURE OF APPLICANT: | <i>[Signature]</i> | | |
| (SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: | PO Box 2465 Roswell NM 88202 | | |
| PHONE: | 575 317-8430 | CELL: | |
| DATE SUBMITTED: | 1-5-17 | 90 DAYS? Y/N | Y |
| | | TO BE PRESENTED AT MEETING ON: | Jan 24 |
| | | E-MAIL: | marce@saddlebarn.com |

- > ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- > PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- > PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- > MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

| | |
|-----------------------|---|
| NAME OF EVENT: | Jesse Andrews & Mike Hillman Memorial Rodeo |
| DATE(S) OF EVENT: | April 21 & 22 |
| NAME OF ORGANIZATION: | Andrews Livestock |

PROPOSED ELIGIBLE EXPENSES:

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|---------------|--------------------|----------------|---------------|
| NEWSPAPER | \$1,000.00 | \$1,700.00 | \$2,700 0.00 | 63 |
| MAGAZINE | \$650.00 | \$900.00 | \$1,550 0.00 | 58 |
| RADIO | \$1,600.00 | 500.00 | \$2,100 0.00 | 24 |
| TELEVISION | — | — | 0.00 | |
| INTERNET | \$100.00 | \$500.00 | \$600 0.00 | 83 |
| PRINTING (brochures, posters, cards) | \$500.00 | — | — 0.00 | |
| MAILING | — | — | — 0.00 | |
| T-SHIRTS (or other marketing items) | — | — | — 0.00 | |
| SECURITY | \$2250.00 | — | \$2250 0.00 | |
| CLEAN UP (Sanitation) | \$800.00 | — | \$800 0.00 | |
| OTHER: | | | 0.00 | |
| SUB TOTALS | \$6,900. 0.00 | \$3,600 0.00 | \$10,000. 0.00 | .36 |

TOTAL ELIGIBLE EXPENSES: \$10,000 0.00 (50% = \$5,000 0.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|------------|------------------------|----------------|---------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|------------|-------------------|------------------|-----------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

EVENT HISTORY

Jesse Andrus & Mike Hillman Memorial Rodeo

| FY | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Total Paid |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| OTB date | 5/24/2011 | 5/29/2012 | 5/28/2013 | 2/25/2014 | 2/24/2015 | 1/26/2016 | 1/24/2017 | |
| Event Date(s) | 7/29-7/30/11 | 7/27-7/28/12 | 7/26-7/27/13 | 7/25-7/26/14 | 5/15-5/16/15 | 5/20-5/22/16 | 4/21-4/22/17 | |
| Requested Amount | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | 3,500.00 | 5,000.00 | |
| Granted Last FY | 0.00 | 1,500.00 | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | |
| Budgeted FY | 0.00 | 2,000.00 | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | |
| OTB Rec | 1,500.00 | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | | |
| FIN Rec | 1,500.00 | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | | |
| Council Rec | 1,500.00 | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 | 3,500.00 | | |
| Paid Out | 1,500.00 | 2,500.00 | 2,464.63 | 3,000.00 | 3,500.00 | 3,500.00 | | 16,464.63 |

Comments:

2011: First year requesting funding



ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 33rd Annual Milkman Triathlon in the amount of \$1,500.00 (one thousand five hundred dollars)

BACKGROUND:

The 33rd Annual Milkman Triathlon is scheduled for June 3, 2017. This event has been funded since at least 2010. The event will bring athletes from all over. The event estimates 300 attendees, which include 200 from outside Chaves County. The location of the event will be Lake Van in Dexter, NM and the surrounding area.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
 - 33rd Annual Milkman Triathlon – budgeted in the amount of \$1,500.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the 33rd Annual Milkman Triathlon in the amount of up to \$1,500.00 (one thousand five hundred dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

| | |
|---|---|
| NAME OF EVENT: 33rd Annual Milkman Triathlon | |
| DATE(S) OF EVENT: June 3, 2017 | (application required 90 days prior to event) |
| NAME OF ORGANIZATION APPLYING FOR FUNDING: Milkman Triathlon, Inc. | |

| | |
|--|---|
| DESCRIBE EVENT: This is our 33rd Annual Milkman Triathlon. The race is to promote fun and lifetime fitness in a positive environment for the Pecos Valley and surrounding areas. Our racers range from 7 years old to 85 years young. It consists of 0.5k swim in Lake Van, 20k bike towards Bottomless Lakes, and a 5k run through the Dexter National Fish Hatchery, ending back at Lake Van. Racers can compete as a soloist or a relay team. Based on the last 5 years, 70% of our athletes are from out of town. 30% are from Roswell, Dexter, Artesia & surrounding areas. | |
| LOCATION OF EVENT: Lake Van and surrounding areas in Dexter, New Mexico | |
| HOW WILL YOU ADVERTISE AND MARKET THE EVENT? We will mail entry forms to all athletes who have participated in the past five years. We will also mail entry forms to other NM and West Texas races to be inserted in their race packets. Entry forms are distributed to local fitness centers. This will be our 2nd year to advertise with posters locally, we are hoping to get more out this year. We also have a website (milkmantriathlon.com) and have a page on Facebook. Our race is listed on usat.com, active.com, and the SW Challenge Series. | |
| HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? Attendance is measured by the number of individuals who register and participate in the triathlon. We also have our athletes complete a survey when they pick up their race packet. | |
| ESTIMATED TOTAL # OF ATTENDEES: 300 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 200 |
| HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? We have started discussing it, but do not have anything set up as of today 1/9/17. | |
| WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 50 % | |
| WILL YOU HAVE A WEBSITE FOR YOUR EVENT? Yes | |
| EVENT WEBSITE (if applicable): www.milkmantriathlon.com | |

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED

(a one-to-one match)

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 1,500.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

| | | |
|--|--------------------|--|
| NAME (PRINT) OF APPLICANT MAKING REQUEST: Kecia Hopper for Larry G. Marshall | | |
| SIGNATURE OF APPLICANT: <i>Kecia Hopper</i> | | |
| (SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 399 Dexter, NM 88230 | | |
| PHONE: 575-734-5415 | CELL: 575-623-1020 | E-MAIL: kecia.hopper@fbfs.com |
| DATE SUBMITTED: 1-9-17 | 90 DAYS? Y/N | TO BE PRESENTED AT MEETING ON: 1-24-17 |

➤ ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.

➤ PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.

➤ PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES

➤ MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

| |
|---|
| NAME OF EVENT: 33rd Annual Milkman Triathlon |
| DATE(S) OF EVENT: June 3, 2017 |
| NAME OF ORGANIZATION: Milkman Triathlon, Inc. |

PROPOSED ELIGIBLE EXPENSES:

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|-----------------|-----------------------|-----------------|------------------|
| NEWSPAPER | | | 0.00 | |
| MAGAZINE | | 360.00 | 360.00 | |
| RADIO | | | 0.00 | |
| TELEVISION | | | 0.00 | |
| INTERNET | 100.00 | 0.00 | 100.00 | |
| PRINTING (brochures, posters, cards) | 300.00 | 650.00 | 950.00 | |
| MAILING | 100.00 | 190.00 | 290.00 | |
| T-SHIRTS (or other marketing items) | 3,000.00 | 2,275.00 | 5,275.00 | |
| SECURITY | | | 0.00 | |
| CLEAN UP (Sanitation) | 1,000.00 | | 1,000.00 | |
| OTHER: | | | 0.00 | |
| SUB TOTALS | 4,500.00 | 3,475.00 | 7,975.00 | |

TOTAL ELIGIBLE EXPENSES: \$ 7,975.00 (50% = \$ 3,987.50)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
|------------|---------------------|----------------|-----------------|

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|------------|---------------------------|-------------------|------------------------|----------------|
|------------|---------------------------|-------------------|------------------------|----------------|

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|------------|-------------------|---------------------|--------------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |

EVENT HISTORY Milkman Triathlon

| FY | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Total Paid |
|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| OTB Date | 3/30/2010 | 2/23/2011 | 2/28/2012 | 2/26/2013 | 2/25/2014 | 1/27/2015 | 1/26/2016 | 1/24/2017 | |
| Event Date(s) | 6/5/10 | 6/4/11 | 6/2/12 | 6/1/13 | 6/7/14 | 6/6/15 | 6/4/16 | 6/3/17 | |
| Requested Amount | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | 1,500.00 | |
| Granted Last FY | 600.00 | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | |
| Budgeted FY | 600.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | |
| OTB Rec | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | | |
| FIN Rec | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | | |
| Council Rec | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | | |
| Paid Out | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,500.00 | 1,500.00 | | 7,750.00 |

Comments:



ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 7th Annual Tour de Ocho Millas in the amount of \$2,500.00 (two thousand five hundred dollars)

BACKGROUND:

The 7th Annual Tour de Ocho Millas is scheduled for September 9, 2017. This event has been funded since at least 2012. The race is an annual cycling benefit for Reflections & Recovery which allows riders to ride the 8 mile loop at Bottomless Lakes from 1-8 times (8-64 miles) within a 4 hour span. The event estimates 300 attendees, which include 100 from outside Chaves County. The location of the event will be Bottomless Lakes State Park.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
 - 7th Annual Tour de Ocho Millas – budgeted in the amount of \$2,000.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the 7th Annual Tour de Ocho Millas in the amount of up to \$2,000.00 (two thousand dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

| | |
|--|---|
| NAME OF EVENT: 7th Annual Tour de Ocho Millas | |
| DATE(S) OF EVENT: September 9, 2017 | (application required 90 days prior to event) |
| NAME OF ORGANIZATION APPLYING FOR FUNDING: Reflections & Recovery | |

| | |
|---|---|
| DESCRIBE EVENT: The Tour de Ocho Millas is an annual cycling benefit for Reflections & Recovery, which allows riders to circle the 8 mile loop at Bottomless Lakes State Park from 1-8 times (8-64 miles) within a 4 hour span. This race attracts young and old, seasoned and amateur, and male and female riders. Professional timers record race times for those interested in the competitive aspect. The event has a reputation of being a challenging outdoor circuit, and is often used by serious riders as training for other cycling events. Many riders choose to participate in this event every year. Many local businesses donate time and waive fees to sponsor this event annually. We hope to use the Lodgers' Tax Funds to expand advertising to area cities in 2017. | |
| LOCATION OF EVENT: Bottomless Lakes State Park | |
| HOW WILL YOU ADVERTISE AND MARKET THE EVENT? We will use a dedicated website, social media, and announcement on other cycling sites to divulge the race. We will network with civic organizations, utilizing advertising marquis and digital advertising. We will expand our use of local newspaper, radio stations, and television spots to some of the surrounding cities. We will place postcards in rider bags of area events advertising our race. We will place banners, posters, and yard signs in strategic places throughout Roswell and surrounding areas. | |
| HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? Online registration gives an estimated indication of attendance. When riders pick up bibs and race instructions, they will complete a survey to determine origin, economical impact, lodging, and number of people in accompaniment. | |
| ESTIMATED TOTAL # OF ATTENDEES: 300 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 100 |
| HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? Yes | |
| Comfort Suites offered a discounted rate and provided a block of rooms for availability in 2016. Our pre-race packet pick up was held at the hotel. | |
| WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 60 % | |
| WILL YOU HAVE A WEBSITE FOR YOUR EVENT? Yes | |
| EVENT WEBSITE (if applicable): tourdeochomillas.com | |

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 2500.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

| | | |
|---|--------------------|--|
| NAME (PRINT) OF APPLICANT MAKING REQUEST: Patricia Grassie | | |
| SIGNATURE OF APPLICANT: Patricia Grassie TDOM 2016 Chair | | |
| (SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: Reflections & Recovery-Tour de Ocho Millas P.O.Box 556 Roswell, NM 88202 | | |
| PHONE: 575 910-2555 | CELL: 575 626-1262 | E-MAIL: info@tourdeochomillas.com |
| DATE SUBMITTED: 1-13-17 | 90 DAYS? Y / N | TO BE PRESENTED AT MEETING ON: 1-24-17 |

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

| |
|---|
| NAME OF EVENT: 7th Annual Tour de Ocho Millas |
| DATE(S) OF EVENT: September 9, 2017 |
| NAME OF ORGANIZATION: Reflections & Recovery |

PROPOSED ELIGIBLE EXPENSES:

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|-----------------|-----------------------|-----------------|------------------|
| NEWSPAPER | 100.00 | 100.00 | 200.00 | 50 |
| MAGAZINE | | | 0.00 | |
| RADIO | | 200.00 | 200.00 | 100 |
| TELEVISION | | 200.00 | 200.00 | 100 |
| INTERNET | 200.00 | 200.00 | 400.00 | 50 |
| PRINTING (brochures, posters, cards) | 200.00 | 200.00 | 400.00 | 50 |
| MAILING | | 100.00 | 100.00 | 100 |
| T-SHIRTS (or other marketing items) | 2,000.00 | | 2,000.00 | 0 |
| SECURITY | | | 0.00 | |
| CLEAN UP (Sanitation) | | | 0.00 | |
| OTHER: | 1,000.00 | 500.00 | 1,500.00 | 33 |
| SUB TOTALS | 3,500.00 | 1,500.00 | 5,000.00 | |

TOTAL ELIGIBLE EXPENSES: \$ 5,000.00 (50% = \$ 2,500.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
| | NONE | | |
| | | | |
| | | | |

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|------------|---------------------------|-------------------|------------------------|----------------|
| | NONE | | | |
| | | | | |
| | | | | |
| | | | | |

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|------------|-------------------|---------------------|--------------------|-------------------------------|
| | NONE | | | |
| | | | | |
| | | | | |

2017 BUDGET

EVENT EXPENSES

| <i>Description</i> | <i>Memo</i> | <i>Estimated cost</i> |
|------------------------|---------------------|-----------------------|
| Website/Facebook | Updates/Ads | \$700.00 |
| Southwest Printers | Postcards/Banners | \$400.00 |
| CCR Timing | Race timing/Results | \$2,000.00 |
| Road ID | Bib numbers | \$15.00 |
| Meridian Insurance | Event insurance | \$400.00 |
| Marketing items | Tshirts/Prizes | \$3,000.00 |
| State Park Fee | Parking/Rangers | \$300.00 |
| Food Vendors | Food and drink | \$200.00 |
| Photography | Event photos | \$100.00 |
| Event Coordinator | Coordinate event | \$1,500.00 |
| Newspaper | Advertising | \$200.00 |
| Radio | Advertising | \$200.00 |
| Television | Advertising | \$200.00 |
| Postage | Mailing | \$100.00 |
| Reflections & Recovery | Donation | \$9,000.00 |
| | TOTAL | \$18,315.00 |

LODGER'S TAX ELIGIBLE

| | |
|-------------------------|------------|
| Website/Facebook | \$700.00 |
| Southwest Printers | \$400.00 |
| Marketing Items | \$3,000.00 |
| Internet timing results | \$1,500.00 |
| Newspaper | \$200.00 |
| Radio | \$200.00 |
| Television | \$200.00 |
| | |
| TOTAL | \$6,200.00 |

EVENT HISTORY Tour de Ocho Millas

| FY | 2012 | 2012 | 2013 | 2014 | 2015 | 2016 | 2016 | 2017 | Total Paid |
|------------------|--------------|--------------|--------------|-----------|----------|-----------|-----------|-----------|------------|
| OTB date | 7/26/2011 | 2/28/2012 | 2/26/2013 | 6/24/2014 | | 7/28/2015 | 2/23/2016 | 1/24/2017 | |
| Event Date(s) | 9/16-9/17/11 | 9/14-9/16/12 | 9/13-9/14/13 | 9/13/14 | | 9/12/15 | 9/10/16 | 9/9/17 | |
| Requested Amount | 2,000.00 | 4,000.00 | 3,000.00 | 3,000.00 | | 4,000.00 | 2,825.00 | 2,500.00 | |
| Granted Last FY | 0.00 | 0.00 | 4,000.00 | 3,000.00 | 2,000.00 | | | 2,000.00 | |
| Budgeted FY | 2,000.00 | 0.00 | 4,000.00 | 3,000.00 | | 1,500.00 | | 2,000.00 | |
| OTB Rec | 2,000.00 | 4,000.00 | 3,000.00 | 2,000.00 | | 2,000.00 | 2,825.00 | | |
| FIN Rec | 2,000.00 | 4,000.00 | 3,000.00 | 2,000.00 | | 2,000.00 | 2,000.00 | | |
| Council Rec | 2,000.00 | 4,000.00 | 3,000.00 | 200.00 | | 2,000.00 | 2,000.00 | | |
| Paid Out | 2,000.00 | 4,000.00 | 2,640.87 | 1,582.64 | | 1,854.99 | 2,000.00 | | 14,078.50 |

Comments:

FY 2015: Did not apply within the fiscal year

FY 2016: Applied twice within fy 2016 (one in July 2015 & again in Feb 2016)



ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Roswell Invaders Baseball 2017 season in the amount of \$1,750.00 (one thousand seven hundred fifty dollars)

BACKGROUND:

The Roswell Invaders Baseball 2017 Season is scheduled for May 21 – July 26, 2017. This event has been funded since at least 2012. These are independent Professional Baseball games. An estimated 325 attendees including 45 out-of-town visitors are expected to attend. The location of the event will be at the Joe Bauman Park.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
 - Roswell Invaders - 2017 season – was not budgeted in FY 2017.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends to **deny** funding for the Roswell Invaders Baseball – 2017 season in the amount of up to \$1,750.00 (one thousand seven hundred fifty dollars).

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

| | |
|--|---|
| NAME OF EVENT: Roswell Invaders Baseball | |
| DATE(S) OF EVENT: May 21-July 26 | (application required 90 days prior to event) |
| NAME OF ORGANIZATION APPLYING FOR FUNDING: Pecos League | |

| | |
|--|--|
| DESCRIBE EVENT: Independent Professional Baseball | |
| LOCATION OF EVENT: Joe Bauman Park | |
| HOW WILL YOU ADVERTISE AND MARKET THE EVENT? Advertise online, through the paper | |
| HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? tickets/attendance | |
| ESTIMATED TOTAL # OF ATTENDEES: 325 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 45 |
| HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? NO | |
| WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 20 % | |
| WILL YOU HAVE A WEBSITE FOR YOUR EVENT? www.RoswellInvaders.com | |
| EVENT WEBSITE (if applicable): | |

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED

(a one-to-one match)

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 1750

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

| | | |
|---|--|-------------------------------------|
| NAME (PRINT) OF APPLICANT MAKING REQUEST: Andrew Dunn | | |
| SIGNATURE OF APPLICANT: <i>Andrew Dunn</i> | | |
| (SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 271489 Houston Tx 77271 | | |
| PHONE: 5756802212 | CELL: 90 DAYS? <input checked="" type="checkbox"/> YES | E-MAIL: andrew.dunn@pecosleague.com |
| DATE SUBMITTED: 1-13-17 | TO BE PRESENTED AT MEETING ON: 1-24-17 | |

> ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.

> PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.

> PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES

> MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

| |
|---|
| NAME OF EVENT: Pecos League of Professional Clubs |
| DATE(S) OF EVENT: 1/6/2017 |
| NAME OF ORGANIZATION: Roswell Invaders |

PROPOSED ELIGIBLE EXPENSES:

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|--------------|--------------------|--------------|---------------|
| NEWSPAPER | 0.00 | 0.00 | 0.00 | |
| MAGAZINE | 0.00 | 0.00 | 0.00 | |
| RADIO | 0.00 | 0.00 | 0.00 | |
| TELEVISION | 0.00 | 0.00 | 0.00 | |
| INTERNET | | 1,750.00 | 1,750.00 | |
| PRINTING (brochures, posters, cards) | 1,750.00 | | 1,750.00 | |
| MAILING | | | 0.00 | |
| T-SHIRTS (or other marketing items) | | | 0.00 | |
| SECURITY | | | 0.00 | |
| CLEAN UP (Sanitation) | 500.00 | | 500.00 | |
| OTHER: | | | 0.00 | |
| SUB TOTALS | 2,250.00 | 1,750.00 | 4,000.00 | |

TOTAL ELIGIBLE EXPENSES: \$ 4,000.00 (50% = \$ 2,000.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
|------------|---------------------|----------------|-----------------|

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|------------|------------------------|----------------|---------------------|-------------|
| | | | | |
| | | | | |
| | NONE | | | |
| | | | | |
| | | | | |
| | | | | |

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|------------|-------------------|------------------|-----------------|-------------------------------|
| | | | | |
| | NONE | | | |
| | | | | |
| | | | | |

EVENT Roswell Invaders Prof Baseball

| FY | 2010 | 2011 | 2012 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Total Paid |
|------------------|------|---------------|------------|---------------|---------------|------|------|---------------|---------------|------------|
| OTB date | | 11/30/2010 | 12/27/2011 | 2/28/2012 | 2/26/2013 | | | 10/27/2015 | 1/24/2017 | |
| Event Date(s) | | various dates | | various dates | various dates | | | various dates | various dates | |
| Requested Amount | | 2,850.00 | | 5,500.00 | 3,000.00 | | | 1,750.00 | 1,750.00 | |
| Granted Last FY | | 0.00 | | 1,425.00 | 1,500.00 | | | 0.00 | 1,750.00 | |
| Budgeted FY | | 0.00 | | 1,500.00 | 1,500.00 | | | 0.00 | | |
| OTB Rec | | 1,425.00 | | 1,500.00 | 3,000.00 | | | 1,750.00 | | |
| FIN Rec | | 1,425.00 | | 1,500.00 | 1,500.00 | | | 1,750.00 | | |
| Council Rec | | 1,425.00 | | 1,500.00 | 1,500.00 | | | 1,750.00 | | |
| Paid Out | | 1,425.00 | tabled | 1,500.00 | 0.00 | | | 235.05 | | 3,160.05 |

Comments:

2012: Requested twice in 2012

2013: Never turned in reimb request



ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Roswell Film Festival in the amount of \$30,000.00 (thirty thousand dollars) on a 100% reimbursement basis with a contract.

BACKGROUND:

The Roswell Film Festival is scheduled for April 26 – 30, 2017. This is a first time request for the event separate from the Roswell Cosmicon. The event is an International Feature & Short Film Festival appealing to Studio & Independent films. Categories will include All General Genre. This event is listed in the top 100 rated Festivals on Film Freeway out of 4200+ worldwide festivals. An estimated 300 attendees including 150 out-of-town visitors are expected to attend. The location of the event will be at the Allen Theatres – Galaxy 8 and local venues for music, workshops, parties, etc.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Large/Contract Events
 - Roswell Film Festival – was not budgeted in FY 2017 as separate event.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Roswell Film Festival in the amount of up to \$5,875.00 (five thousand eight hundred seventy-five dollars) on a 50% reimbursement basis without a contract. (This would default to the Special Events line item.)

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL –LARGE/CONTRACT EVENT LODGERS' TAX FUNDS – APPLICATION

| | |
|--|--|
| NAME OF EVENT: Roswell Film Festival | |
| DATE(S) OF EVENT: April 26-30, 2017 | (presentation required 90 days prior to event) |
| NAME OF ORGANIZATION APPLYING FOR FUNDING: Roswell Film Festival, LLC | |

| | |
|---|---|
| DESCRIBE EVENT: International Feature & Short Film Festival appealing to Studio & Independent films. Categories include: General All Genre (includes Studio Submissions - Drama/Romance/Comedy/Suspense/Horror/Action/Adventure), Science-Fiction/Fantasy, Independent (Non-Studio based films - Drama/Romance/Comedy/Suspense/Horror/Action/Adventure), Documentary and New Mexico Based Productions, A Composer Soundtrack Piece Competition and Independent Music Competition with Selections Invited to Perform on Live Stages in Roswell during the Festival. Listed in the top 100 rated Festivals on Film Freeway out of 4200+ world wide festivals. | |
| LOCATION OF EVENT: Allen Theatres - Galaxy 8 Roswell and local venues for music, workshops, parties, etc. | |
| HOW WILL YOU ADVERTISE AND MARKET THE EVENT? Locally with posters, radio, theatre ads and social media. Out of town - will depend on funds - social media, print materials, radio, tv, etc. | |
| HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? We survey every ticket purchaser - they have to fill out survey in order to receive tickets/passes | |
| ESTIMATED TOTAL # OF ATTENDEES: 300 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 150 |
| HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? Yes - Candlewood Suites is partnered with us | |
| WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 75 % | |
| WILL YOU HAVE A WEBSITE FOR YOUR EVENT? Yes | |
| EVENT WEBSITE (if applicable): www.roswellfilmfestival.com | |

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

BY DEFAULT FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match).

FUNDING REQUESTED AS: ☒ REIMBURSEMENT ☐ ESTIMATED ADVANCED

REQUESTED FUNDING OF: ☐ 50% ☒ 100% OF ELIGIBLE EXPENSES

THIS REQUEST will require a signed contract with the City of Roswell,

"Large/Contract Event Information & Procedures" policy and/or contract specifications must be followed for receiving funds

Requested Funding will be based on the Total Eligible Expenses listed on Page 2

AMOUNT REQUESTED \$ 30,000.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 3.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN ONE HUNDRED TWENTY (120) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS WILL BE PROCESSED AS APPROVED BY THE CITY COUNCIL.

| | | |
|--|--------------------|--|
| NAME (PRINT) OF APPLICANT MAKING REQUEST: Donovan Fulkerson | | |
| SIGNATURE OF APPLICANT: <i>Donovan Fulkerson</i> | | |
| (SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 3527, Roswell, NM 88202 | | |
| PHONE: | CELL: 817-946-5689 | E-MAIL: dfulkerson@roswellfilmfestival.com |
| DATE SUBMITTED: 1-17-17 | 90 DAYS? Y / N | TO BE PRESENTED AT MEETING ON: 1-24-17 |

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) [Revised Jan 7, 2016]

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|--------------|--------------------|--------------|---------------|
| NEWSPAPER | | | 0.00 | |
| MAGAZINE | | | 0.00 | |
| Miscellaneous Media | | 6,000.00 | 6,000.00 | 100 |
| RADIO | | | 0.00 | |
| TELEVISION | | | 0.00 | |
| | | | 0.00 | |
| INTERNET | | | 0.00 | |
| PRINTING (brochures, posters, cards) | 2,500.00 | 2,500.00 | 5,000.00 | 50 |
| | | | 0.00 | |
| MAILING | | | 0.00 | |
| | | | 0.00 | |
| T-SHIRTS (or other marketing items) | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| SECURITY | | XXXXXXXXXX | 0.00 | |
| | | | 0.00 | |
| CLEAN UP (Sanitation) | | XXXXXXXXXX | 0.00 | |
| OTHER: | | | 0.00 | |
| Celebrities - Travel/Expenses, Fees | 1,000.00 | 9,000.00 | 10,000.00 | 90 |
| | | | 0.00 | |
| Online Scheduler - covers everyone | | 750.00 | 750.00 | 100 |
| | | | 0.00 | |
| | | | 0.00 | |
| Filmmakers Hotels - 1 Room per film | 3,000.00 | | 3,000.00 | 0 |
| | | | 0.00 | |
| Facebook Ads | 1,000.00 | 4,000.00 | 5,000.00 | 80 |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| SUB TOTALS | 7,500.00 | 22,250.00 | 29,750.00 | |

-25-

| |
|-----------------------|
| NAME OF EVENT: |
| DATE(S) OF EVENT: |
| NAME OF ORGANIZATION: |

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
|------------|---------------------|----------------|-----------------|

NONE

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|------------|------------------------|----------------|---------------------|-------------|
|------------|------------------------|----------------|---------------------|-------------|

NONE

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|------------|-------------------|------------------|-----------------|-------------------------------|
| | <i>NONE</i> | | | |
| | | | | |
| | | | | |
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ROSWELL NEW MEXICO

Finance Committee

Thursday, February 2, 2017 at 8:00 a.m.

City Hall – Council Conference Room

425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament in the amount of \$24,999.00 (twenty-four thousand nine hundred ninety-nine dollars).

BACKGROUND:

The 2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament is scheduled for May 26 – 28, 2017. This event has been funded since at least 2004. This event is a non-alcohol, non-tobacco family event which features 4-on-4 flag football. An estimated 590 teams are expected to attend. The location of the event will be at Cielo Grande Recreation Area.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
 - Roswell Hike It & Spike It – budgeted in the amount of \$18,000.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament in the amount of up to \$18,000.00 (eighteen thousand dollars) on a 50% reimbursement basis, with an additional allocation of up to \$6,500 (six thousand five hundred dollars) for fire & police salaries.

STAFF RECOMMENDATION:

Not applicable.



CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT:

2017 Roswell Hike It and Spike It 4-on-4 Charity Flag Football Tournament

DATE(S) OF EVENT: May 26, 27 and 28, 2017

(application required 90 days prior to event)

NAME OF ORGANIZATION APPLYING FOR FUNDING:

Roswell Gridiron/Character Counts! in Chaves County

DESCRIBE EVENT: a non-alcohol, non-tobacco family event which features 4 on 4 flag football**LOCATION OF EVENT:** Cielo Grande Recreation Area**HOW WILL YOU ADVERTISE AND MARKET THE EVENT?** Advertising will be done in NM, CO, TX, AZ and CA by distributing brochures and posters. The use of television and radio advertising will be done statewide. A well maintained and user friendly web site will allow access to our event all over the world. A local bank will insert flyers into March and April statements in 7 NM cities.**HOW WILL ATTENDANCE AND ORIGIN BE MEASURED?** Through team entries and on site Roswell Police Department spectator estimates. (see attached 2016 Estimated Economic Impact and Fact Sheet)**ESTIMATED TOTAL # OF ATTENDEES:**

43500

EST. # ATTENDEES FROM OUTSIDE CHAVES CO.:

12000

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? Yes**WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL?** 70 %**WILL YOU HAVE A WEBSITE FOR YOUR EVENT?** Yes**EVENT WEBSITE (if applicable):** www.roswellgridiron.com**LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.****REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)**

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 24,999**IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.****RULES AND REGULATIONS**

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: Carleton L. Avery**SIGNATURE OF APPLICANT:****(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP:** Roswell Gridiron**P.O. 70**

Roswell, NM

88202-0070

PHONE: 575-627-2398**CELL:** 575-317-7707**E-MAIL:** claavery@cableone.net**DATE SUBMITTED:** 1-17-17**90 DAYS?** (Y) N**TO BE PRESENTED AT MEETING ON:** 1-24-17

➤ ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.

➤ PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.

➤ PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES

➤ MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT: 2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament

DATE(S) OF EVENT: May 26, 27 & 28, 2017

NAME OF ORGANIZATION: Roswell Gridiron/Character Counts! in Chaves County

PROPOSED ELIGIBLE EXPENSES:

| ELIGIBLE EXPENSES: | LOCAL AMOUNT | OUT-OF-TOWN AMOUNT | TOTAL AMOUNT | Out-of-Town % |
|--------------------------------------|------------------|--------------------|------------------|---------------|
| NEWSPAPER | 0.00 | 0.00 | 0.00 | |
| MAGAZINE | 0.00 | 0.00 | 0.00 | |
| RADIO | 10,000.00 | | 10,000.00 | |
| TELEVISION | 2,500.00 | | 2,500.00 | |
| INTERNET | 1,200.00 | | 1,200.00 | |
| PRINTING (brochures, posters, cards) | 11,700.00 | | 11,700.00 | |
| MAILING | 4,500.00 | | 4,500.00 | |
| T-SHIRTS (or other marketing items) | 31,000.00 | | 31,000.00 | |
| SECURITY | 2,000.00 | | 2,000.00 | |
| CLEAN UP (Sanitation) | 2,678.00 | | 2,678.00 | |
| OTHER: | 2,000.00 | | 2,000.00 | |
| SUB TOTALS | 67,578.00 | 0.00 | 67,578.00 | |

TOTAL ELIGIBLE EXPENSES: \$ 67,578.00 (50% = \$ 33,789.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF SPONSORSHIP | ESTIMATED COST | *City use only* |
|------------|---------------------|----------------|-----------------|
| | | | |

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF WORK REQUESTED | # OF EMPLOYEES | DATES/TIME REQUIRED | TOTAL HOURS |
|-------------------------------|------------------------|----------------|---------------------|-------------|
| Parks & Recreation Department | Erect Fence | 3 | 5/24/17 9am-4pm | 6 |
| Sanitation | Deliver Dumpsters | 1 | 5/24/17 9a-12pm | 3 |
| Police Department | Patrol Event | 4 | 5/26/17 - 5/28/17 | 26 |
| Fire Department | Medical - Safety | 4 | 5/26/17 - 5/28/17 | 26 |
| Special Electronics | Setup Electrical | 1 | 5/25/17 - ? | 4 |
| Parks & Recreation Department | Misc | 4 | 5/24/17 - 5/28/17 ? | 24 |

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

| DEPARTMENT | TYPE OF EQUIPMENT | EST COST per day | # DAYS REQUIRED | TOTAL COST *City use only* |
|-------------------------------|-------------------|------------------|-----------------|-------------------------------|
| Parks & Recreation Department | Stage | 15.00 | 3 | 45.00 |
| Parks & Recreation Department | Flagging | 5.00 | 3 | 15.00 |
| Parks & Recreation Department | Utility Vehicles | 50.00 | 3 | 150.00 |
| Parks & Recreation Department | Generator | 25.00 | 3 | 75.00 |
| | | | | <u>285.00</u> |

STATEMENT OF VALUE FOR SERVICES REQUESTED (NOT PAID FOR) BY A LODGERS' TAX FUNDED EVENT

NAME OF EVENT: 2017 Roswell Hike It & Spike It 4-on-4 Charity Football Tournament
DATE(S) OF EVENT: May 26-28, 2017
NAME OF ORGANIZATION: Roswell Gridiron/Character Counts! In Chaves County

ESTIMATED EMPLOYEE ASSIST REQUEST:

| DEPT | Type of Work | # of Empl's | Regular hours | Overtime hours | Total hours | Total Hrly Value |
|---------------------|-------------------|-------------|---------------|----------------|-------------|------------------|
| Parks & Rec | Erect Fence | 1 | 6 | | 6 | 96.00 |
| Parks & Rec | Misc | 1 | | 4 | 4 | 96.00 |
| Special Electronics | Setup Electrical | 6 | 31 | | 31 | 664.02 |
| Sanitation | Deliver Dumpsters | 2 | 10 | | 10 | 135.00 |
| Roswell Fire Dept | Medical - Safety | 11 | 48 | 180 | 228 | 4,886.45 |
| Roswell Police Dept | Patrol Event | 4 | | 104 | 104 | 4,109.04 |

TOTAL EMPLOYEES REQUEST:

383 9,986.51

This amount is the hourly rate only and does NOT include city paid benefits

ESTIMATED EQUIPMENT REQUESTED/USED:

| DEPT | Type of Equipment | Cost per day | # days required | Total Value |
|-------------|-------------------|--------------|-----------------|-------------|
| Parks & Rec | Stage | 300.00 | 3 | 900.00 |
| Parks & Rec | Flagging | 5.00 | 3 | 15.00 |
| Parks & Rec | Utility Vehicles | 50.00 | 3 | 150.00 |
| Parks & Rec | Generator | 100.00 | 3 | 300.00 |
| | | | | 1,365.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |

TOTAL EQUIPMENT

1,365.00

TOTAL FOR ALL 11,351.51

SPONSORSHIPS:

None listed on funding request

ROSWELL GRIDIRON "HIKE IT & SPIKE IT" 4-ON-4 CHARITY FLAG FOOTBALL TOURNAMENT - 2016

For your interest we have put together our estimated economic impact statement based upon 592 teams (4,010 players) in 43 divisions playing on 43 fields.

Teams - 592

Seven (7) players each – Show Me the Money, Over 30 & Over 35 teams (2 divisions) and Co-Ed teams (6 divisions) were allowed eight (8) players.

Total – 4,010

Family/Friends w/teams = 1:1 ratio 4,010

Total = 8,020

36% in town – (2,887) @ \$70 per day

\$202,090.00

64% out of town – (5,133) @ \$128 per day

\$656,998.40

TOTAL

\$859,088.00

Multiple days (2)

\$1,718,176.80

Police estimates of Crowd size 46,000 minus players and family/friends (8,020) 37,980

On site expenditures

@ \$30 (2 meals plus gas and souvenir) \$1,139,400.00

Multiple days (2) \$2,278,800.00

Total direct economic impact = \$3,996,976.80

Total indirect economic impact (3.7 multiplier) = \$14,788,814.16

Cla Avery, Jim Matteucci

Co-Local Tournament Organizers

Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament

'16 HIKE IT! & SPIKE IT! FACT SHEET

- 21st Annual Event
- Memorial Day Weekend - May 27th, 28th, and 29th 2016
- World's Largest 4-on-4 flag football tournament
- Roswell's largest weekend event
- World's Largest Pay Out - \$15,000 Cash
- 2016 - 592 teams - 4,010 players - Seven players on normal teams - Eight players on "Show Me the Money", Over 30 and Co-Ed teams – 43 divisions playing on 43 Fields simultaneously through the weekend
- 2016 - 16 states represented
- The country of Germany participated. Our first European representation!
- 2016 - Estimated Total Attendance for three days - 46,000
- 2016 - **Show Me the Money** division winners:
1st Wet N Dirty - St. Augustine, FL 2nd MH! HEAT - Ft. Worth TX,
3rd 305 – Miami, FL
- Players range in age from 5 to 59
- 2016 - 852 Female players
- Charity Donations - United Way of Chaves County \$5,000, New Mexico Youth Challenge Academy \$2,500, First Tee of Roswell \$1,000, Roswell High Cheerleaders \$1,000, GHS, RHS, EARLY UNIVERSITY Key Clubs, \$1,800, Charlie's Angels, \$1,000, Church on the Move, \$1,500 - \$13,800.00
- Regular division - \$280.00 entry fee Show Me the Money - \$560.00
- 500 Volunteers
- Public Funding sources - City of Roswell Lodgers Tax \$20,000.00
- Web site www.4on4flag.com
- Contact: Cla Avery – Local Tournament Organizer –
cla.avery@4on4flag.com

| INCOME | 2017 |
|---------------------|----------------------|
| | Budget |
| Clothing Sales | \$ 1,500.00 |
| Entry Fee | \$ 156,000.00 |
| Ice | \$ 1,500.00 |
| Lodgers Tax | \$ 24,999.00 |
| Parking | \$ 5,500.00 |
| Sponsor Fee | \$ 67,000.00 |
| Vendor | \$ 10,500.00 |
| TOTAL INCOME | \$ 266,999.00 |

EXPENSES

| | |
|--------------------------------|----------------------|
| Administration | \$ 7,500.00 |
| Advertising & Promotion | \$ 105,000.00 |
| Audit/Accounting | \$ 1,100.00 |
| Bank Charge | \$ 3,100.00 |
| Banners | \$ 3,000.00 |
| Bathroom | \$ 1,500.00 |
| Canopies / Coke Product | \$ 18,000.00 |
| Character Counts Awards | \$ 4,800.00 |
| Charity | \$ 15,300.00 |
| Clothing | \$ 19,000.00 |
| Contract Fees | \$ 4,000.00 |
| Expense Reimbursement | \$ 3,500.00 |
| Fence | \$ 430.00 |
| Gift Card | \$ 2,500.00 |
| Hotel | \$ 1,500.00 |
| Ice & Bottled Water | \$ 2,200.00 |
| Insurance | \$ 2,900.00 |
| Meals & Entertrn | \$ 2,100.00 |
| Misc | \$ 1,500.00 |
| Officials | \$ 20,000.00 |
| Paint & Stencil | \$ 1,000.00 |
| Pins & Coins | \$ 1,255.00 |
| Port A Pots | \$ 3,500.00 |
| Postage and Delivery | \$ 1,000.00 |
| Prize Money | \$ 6,000.00 |
| Radio's | \$ 3,500.00 |
| Rent on Equip | \$ 11,500.00 |
| Security | \$ 6,534.00 |
| Sound System | \$ 10,000.00 |
| Supplies, Bus | \$ 1,000.00 |
| Video Production/Website | \$ 2,000.00 |
| TOTAL EXPENSES | \$ 266,219.00 |
| TOTAL INCOME - EXPENSES | \$ 780.00 |

EVENT HISTORY Hike It! & Spike It! 4-on-4 Charity Flag Football

| FY DATE | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Total Paid |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| OTB Date | 2/23/2010 | 2/23/2011 | 2/28/2012 | 2/26/2013 | 2/25/2014 | 2/24/2015 | 2/23/2016 | 1/24/2017 | |
| Event Date(s) | 5/28-5/30/10 | 5/27-5/29/11 | 5/25-5/27/12 | 5/24-5/26/13 | 5/23-5/25/14 | 5/22-5/24/15 | 5/22-5/29/16 | 5/26-5/28/17 | |
| Requested Amount | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 24,999.00 | |
| Granted Last FY | 10,000.00 | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | |
| Budgeted FY | 10,000.00 | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 18,000.00 | |
| OTB Rec | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | | |
| FIN Rec | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | | |
| Council Rec | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | | |
| Paid Out | 10,000.00 | 10,000.00 | 15,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | | 115,000.00 |

Comments:

2016: Lodgers Tax to also pay up to \$3,000. in Overtime for Police or Fire services

ROSWELL, NEW MEXICO
Finance Committee
Conference Room at Roswell City Hall
425 N. Richardson, Roswell, NM 88202
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED: Resolution 17-05 and Application – Discuss and consider approval of Resolution 17-05 the NMFA Application Adoption for Convention Center Improvements Project Funding.

BACKGROUND: The Convention Center does not currently accommodate larger meetings or have functional meeting space to hold multiple meetings at the same time. Staff has been working with a consultant to design updates and improvements to the facility. Additionally, an upgrade to the facility was included as a feature to hold the statewide NMML meetings beginning in August 2018.

FINANCIAL CONSIDERATION: The project budget is \$7,000,000 which will be supported through a 15 year NMFA Bond funding source. Our financial advisor has indicated that this source of funding will be the best for this project and achieve the best rate. The bond process for this requires an application to be adopted and submitted to NMFA for review and approval.

The debt service is planned to be supported through the Convention Center Fee revenue source. The estimated, blended average annual debt service need is \$585,653 for a total of \$8,784,800 including estimated interest. FY2016 actual revenues on the Convention Center Fee were \$621,190. Projected annual revenue for FY2017 are \$618,385 based on actual data through December 2016.

LEGAL REVIEW: City Attorney has reviewed Resolution 17-05. In addition, several more steps will need to be taken to finalize the bond with NMFA. A timeline on the planned implementation for this is included in the packet.

BOARD OR COMMITTEE ACTION: Consider approval of Resolution 17-05 and NMFA Application.

STAFF RECOMMENDATION: Approve Resolution 17-05 and NMFA application as presented.

RESOLUTION 17-05

AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY.

Whereas, the City of Roswell ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Roswell City Council ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit;

Whereas, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects;

Whereas, the Governing Body intends to undertake acquisition, construction, renovation and improvement of a convention center ("Project") for the benefit of the Governmental unit and its citizens; and

Whereas, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

Now therefore, be it resolved, that the Governing Body of the City of Roswell, New Mexico:

Section 1. That all action (not inconsistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

Passed, adopted, signed, and approved this 9th day of February 2017.

Attest:

Mayor

Sharon Coll, City Clerk



NEW MEXICO
FINANCE AUTHORITY

NMFA Use Only:

| | |
|---------------------------|-----|
| App. #: | -PP |
| FA assigned: | |
| Legislative Authorization | |

**PUBLIC PROJECT REVOLVING FUND
INFRASTRUCTURE APPLICATION**

I. GENERAL INFORMATION

A. APPLICANT/ENTITY

Application Date: 2/10/17

Applicant/Entity: City of Roswell

Address: 425 N. Richardson Avenue, Roswell, NM 88202

County: Chaves

Census Tract:

Federal Employer Identification Number (EIN) as issued by the IRS:

Legislative District: Senate:

House:

Phone: (575) 637-6247

Fax:

Email Address:

m.garcia@roswell-nm.gov

Individual Completing Application: Regina Gaysina

Address: 6301 Uptown Blvd. NE Suite 110 Albuquerque NM 87110

Phone: 505-872-5993

Fax: 505-872-5979

Email Address:

Regina.gaysina@rbccm.com

B. CONSULTING PROFESSIONALS (Bond/Legal Counsel, Architect, Engineer, etc.), if available:

Firm: RBC Capital Markets

Contact: Erik Harrigan

Address: 6301 Uptown Blvd. NE Suite 110 Albuquerque NM 87110

Phone: 505-872-5992

Fax: 505-872-5979

Email Address:

Erik.harrigan@rbccm.com

B. BOND COUNSEL PRIMARY CONTACT PERSON:

Name: Daniel Alsup
Contact: Modrall Law Firm
Address: 500 4th St. NW, Ste. 1000, Albuquerque, NM 87102
Phone: 505.848.1800 **Fax:** 505.848.9710 **Email Address:** dma@modrall.com

II. PROJECT SUMMARY

A. Project Description. Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of the project. Provide Funds to renovate City's Convention Center
2. Proposed Project Start Date: June 2017 Proposed Project Completion Date: June 2018
When do you need NMFA funds available? June 2017
3. How will the ongoing maintenance, operation, and replacement of this project be funded?
By the City of Roswell
4. Provide a detailed drawdown schedule for project payments. The schedule may reflect monthly or quarterly payments.

B. Total Project Cost & Sources of Funds Detail.

| Construction Activities | NMFA Funds Requested | Other Public Funds* | Private Funds | Total |
|--|----------------------|---------------------|---------------|-------|
| Planning and Design | \$ | \$ | \$ | \$ |
| Construction | \$ | \$ | \$ | \$ |
| Equipment | \$ | \$ | \$ | \$ |
| Infrastructure Activities | | | | |
| Facility Acquisition | \$ | \$ | \$ | \$ |
| Land Acquisition | \$ | \$ | \$ | \$ |
| Utilities (Electric, Gas, Water, etc.) | \$ | \$ | \$ | \$ |
| Engineering and Architectural | \$ | \$ | \$ | \$ |
| Contingencies | \$ | \$ | \$ | \$ |
| Project Administration/Legal Fees | \$ | \$ | \$ | \$ |

| | | | |
|---------------------------|--------------------|-----------|--------------------|
| Project Proceeds | \$7,000,000 | | \$7,000,000 |
| Deposit to Refunding Fund | \$ | \$ | \$ |
| Cost of Issuance | \$90,000 | | \$90,000 |
| Total Cost: | \$7,090,000 | \$ | \$7,090,000 |

*Specify any other public funds, and amounts and terms of these funds, i.e. FmHA, CDBG, EPA, etc.

| Source | Amount | Terms / # of Years |
|-----------------|-----------|--------------------|
| | \$ | |
| | \$ | |
| | \$ | |
| Total:\$ | \$ | |

Attach a letter verifying that each non-NMFA funding source has been approved, or is in the process of being approved for this project. Explain any exceptions.

C. Will this project require right-of-way acquisition? Yes ☐ No ☒

If yes, specify any right-of-way needs, and whether acquisition may or may not delay beginning of project.

D. Who will hold title to the land where the project is to be located? City of Roswell

If this is land owned by the Bureau of Land Management, State Land Office, or Tribal Land, please attach lease agreements. (If there is no clear title, attach an explanation of ownership arrangements).

E. Does this project require a Joint Powers Agreement (JPA)? Yes ☐ No ☒

If yes, provide a copy of (attach) the JPA, which should include a list of the current membership

III. FINANCING

A. 1. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

☐ Municipal Local Option GRT – please specify: _____

☐ County Option GRT – please specify: _____

☐ Other Tax-Based Revenue: _____

Convention Center Fee

☐ State-Shared GRT

☐ Law Enforcement Funds

☐ Fire Protection Funds

☐ Net System Revenues: _____

☐ Other Revenue: _____

2. Is there an alternative revenue source available to pledge to pay debt service in the event that the primary pledged revenue is unavailable or insufficient? Yes ☐ No ☒ If yes, specify:

3. Preferred financing term: 15 years (2017-2031).

B. Is any debt being repaid from the revenue source(s) referenced in A (1)? NO X

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

- ☐ Equipment cost breakdown (if applicable)
- ☐ Three most recently completed fiscal year audit reports
- ☐ Current unaudited financials
- ☐ Current fiscal year budget
- ☐ Verification of ownership of land where project will be located
- ☐ Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- ☐ Joint Powers Agreement (if applicable)

B. In addition, complete the following information, using additional paper as necessary. These items will be required prior to disbursement of NMFA proceeds:

- ☐ Provide a detailed drawdown schedule for project payments
- ☐ Final technical information for the project, stamped and approved by a registered engineer
- ☐ Cost breakdown of the project, certifiable by either an engineer or architect
- ☐ Area map, site map, and floor map (if applicable)
- ☐ Verification of ownership of land where project will be located
- ☐ Documentation that each Non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- ☐ Documentation showing status of right-of-way acquisition (if applicable)
- ☐ Explanation of land ownership arrangements (if applicable)
- ☐ List all required permits and licenses necessary to complete this project. Detail the status of each item, a plan of action, and time frame for completing incomplete permits and licenses. Also provide a copy of all permits and licenses.
- ☐ Is there litigation pending which would have a bearing on this project or applicant? Yes ☐ No ☐
If yes, provide a complete summary of all circumstances relating to such litigation.
- ☐ Indicate the regular meeting dates for your authorizing body: _____

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:

Title:

(highest elected official)

Jurisdiction:

Print Name:

Date:

Signature:

Date:

Finance Officer/Director:

Convention Center Revenue Bonds
Private Placement with NMFA
Financing Timetable

| Date | Activity | Responsibility |
|-----------------------------|--|--------------------|
| Thursday, February 09, 2017 | Adoption of NMFA Resolution and Application | FA, CITY |
| Friday, February 10, 2017 | Submit Resolution and Application to NMFA | FA, CITY |
| Thursday, March 09, 2017 | City Commission First Reading of Bond Ordinance | CITY, FA, BC |
| Thursday, March 23, 2017 | NMFA Meeting to Approve Application & Resolution | CITY, FA, BC, NMFA |
| Monday, April 03, 2017 | Final Interest Rates are set with NMFA | CITY, FA, BC, NMFA |
| Thursday, April 13, 2017 | City Commission Second Reading of Bond Ordinance and approval of NMFA Resolution | CITY, FA, BC |
| Saturday, April 15, 2017 | Notice of Adoption of Bond Ordinance published | BC |
| Friday, May 19, 2017 | Bond Closing | CITY, FA, BC, NMFA |

Working Group Key

| Code | Participant | Role |
|------|---------------------|-------------------|
| CITY | City of Roswell | Issuer |
| FA | RBC Capital Markets | Financial Advisor |
| BC | Modrall Law Firm | Bond Counsel |

CITY OF ROSWELL
Finance Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Thursday, February 2, 2017 at 8:00 a.m.

| | |
|---------------------------------------|--|
| ACTION REQUESTED: | Consider Resolution 17-08, Del Norte Park Donation |
| BACKGROUND: | <p>Roswell Independent School District (RISD) has requested Del Norte Park be transacted over to RISD to allow construction of a new Del Norte School.</p> <p>The site is approximately 4 acres. City staff recommends transaction over to RISD, if RISD allows public use of the playground, a backstop, playground equipment etc. when school is not in session.</p> <p>The benefit to the City would be less maintenance of a park, as RISD would be maintaining school grounds. The neighborhood would have a new school and access to a park playground and activity area.</p> <p>RISD would prepare agreement for review by City, and absorb all legal and transfer costs.</p> |
| FINANCIAL CONSIDERATION: | All costs to be borne by RISD. |
| LEGAL REVIEW: | City Attorney has drafts of agreement and Resolution. |
| BOARD OR COMMITTEE ACTION: | Finance Committee to review and consider sending Resolution 17-08 to City Council on Feb. 9, 2017 |
| STAFF RECOMMENDATION: | Staff recommends Resolution 17-08, Del Norte Park donation to RISD. |

RESOLUTION 17-08
Del Norte Park Donation

WHEREAS, the Roswell Independent School District desires to build a new elementary school on property owned by the City of Roswell, known as Del Norte Park; and

WHEREAS, the Roswell Independent School District agrees upon construction of new elementary school, that a school playground would be made available to the public during non-school hours;

WHEREAS, the City of Roswell and Roswell Independent School District believe that the citizens of the City of Roswell will benefit by the property donation in that all the neighborhood children will have a new school facility and also availability of a public park area during non-school hours;

BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

Hereby approve going forward with Del Norte Park Donation and agreement clause, and the City Manager is authorized to continue with the process. The Mayor is also authorized to sign all agreements and deeds required to complete this process.

PASSED, ADOPTED, SIGNED AND APPROVED this 9th day of February, 2017

Dennis Kintigh, Mayor

CITY SEAL

ATTEST:

Sharon Coll, City Clerk

DRAFT

January 18, 2017

DRAFT

Via FedEx
& Email

Erica Cummings
Financial Coordinator/Budget Analyst
Local Government Division
NM Department of Finance and Administration
407 Galisteo RM 201M
Santa Fe, NM 87501
(505) 827-4127 telephone
(505) 827-4340
erica.cummings@state.nm.us

**Re: *Request for Approval of Donation of Real Property from City of Roswell to
Roswell Independent School District for Construction of Replacement
Elementary School***

Dear Ms. Cummings:

I am an attorney representing the Roswell Independent School District (RISD), a New Mexico school district and political subdivision of the State of New Mexico. The City of Roswell (the City), a municipality within the State of New Mexico, and RISD have entered into a Real Property Donation Agreement wherein the City will donate real property to RISD for the construction of a new elementary school.

Background. Del Norte Elementary School (the School) is an aged elementary school that has repeatedly been identified by the State of New Mexico as being in need of replacement. Both the City and RISD agree that the elementary school should be replaced. The School is adjacent to the City's Del Norte city park. By way of the donation, RISD will be able to construct a new elementary school, move its students from the old school into the new school, and tear down the old school. In addition to obviously benefitting schoolchildren in Roswell, New Mexico, RISD has committed to making a new park and playground area available to the public on the location of the old school.

Local Government Division Requirements. I believe the following information satisfies the Local Government Division's requirements for consideration of this donation.

1. Type of Disposition: Real Property
2. Reason for Disposal: To donate to RISD for the construction of a replacement elementary school.
3. Allowable Entity: School District/Political Sub-division
4. Property Identifier: *City of Roswell Park Per Linda Vista Estates No. 4
Plat Book C Page 120*
5. Current Market Value: \$_____
6. Approving Resolution: See Exhibit A
7. Appraisal: See Exhibit B
8. Quitclaim Deed: See Exhibit C

DRAFT

If you have any questions about this or any other matter, please feel free to contact me.

Very truly yours,

HINKLE SHANOR LLP

Lucas M. Williams

Enclosures: Exhibit A – City of Roswell Approving Resolution
Exhibit B – Chaves County Assessor Valuation of Property
Exhibit C – Quitclaim Deed

CC: Client
Aaron Holloman, Attorney for City of Roswell

REAL PROPERTY DONATION AGREEMENT

This Real Property Donation Agreement (the "Agreement"), dated _____, 2017, is entered into by and between the City of Roswell, a municipality within the State of New Mexico (the "City"), and the Roswell Independent School District, a school district in and political subdivision of the State of New Mexico ("RISD"), for the donation of real property owned by the City to RISD for the replacement of the RISD Del Norte Elementary School (the "School").

Recitals

RISD is a school district and political subdivision of the State of New Mexico.

The City is a municipality within the State of New Mexico.

The City desires to donate real property to RISD.

The existing and aged Del Norte Elementary School has been ranked via a standards-based process by the State of New Mexico as one of New Mexico's schools most in need of replacement.

The City and RISD have determined that the aged Del Norte Elementary School is in need of replacement in order to more effectively and appropriately educate children within the city and school district.

The City and RISD have determined that the donation of real property by the City to RISD is in the best interests of the public by virtue of providing RISD with real property to construct a new elementary school to replace the aged Del Norte Elementary School.

Terms

1. The real property to be donated by the City to RISD is described as

CITY OF ROSWELL PARK PER LINDA VISTA ESTATES No. 4 Plat Book C Page 120

(the "Property").

2. The City agrees to donate the Property to RISD via quitclaim deed subject to the following conditions, and RISD agrees to receive the Property via quitclaim deed subject to the following conditions:

Real Property Donation Agreement

- a. RISD agrees that upon construction of the replacement elementary school upon the Property, and upon demolition of the adjacent and existing Del Norte Elementary School, RISD will construct a new park and playground that will be available to the public outside of normal school hours.
- b. Prior to construction of the new park and playground, RISD will hold a public meeting to receive input from the public regarding requested uses and features of the new park and playground.

3. To effect the donation of the Property from the City to RISD, the City agrees to execute the Quitclaim Deed attached as Exhibit A to this Agreement and deliver same to RISD for recording.

4. The City and RISD recognize that this donation is subject to approval by the New Mexico Department of Finance & Administration, Local Government Division.

5. This Agreement is governed by the laws of the State of New Mexico, and the sole and exclusive venue for any dispute arising from or related to this Agreement shall be the Fifth Judicial District Court of the State of New Mexico located in Chaves County.

6. This Agreement may be executed in multiple parts.

THE CITY OF ROSWELL

By: _____
Interim City Manager

ROSWELL INDEPENDENT SCHOOL DISTRICT

By: _____
Superintendent

QUITCLAIM DEED

The City of Roswell (City), for good and valuable consideration, quitclaims to the Roswell Independent School District (RISD), whose address is 300 N. Kentucky, Roswell, NM 88201, the following described real estate in Chaves County, New Mexico:

CITY OF ROSWELL PARK PER LINDA VISTA ESTATES No. 4 Plat Book C Page 120

By: _____
Dennis J. Kintigh
Mayor
City of Roswell, New Mexico

STATE OF NEW MEXICO)
) §
COUNTY OF CHAVES)

This instrument was acknowledged before me on this _____ day of January, 2017, by
Dennis J. Kintigh, Mayor of the City of Roswell, New Mexico.

By: _____
Notary Public

My commission expires: _____

DRAFT

Quitclaim Deed

ROSWELL, NEW MEXICO
Finance Committee
Conference Room at Roswell City Hall
425 N. Richardson, Roswell, NM 88202
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED: Consider approval of Resolution No. 17-09 which details the proposed mid-year budget for fiscal year ending June 30, 2017

BACKGROUND: The formulation of the mid-year budget is a requirement of the State of New Mexico Department of Finance and Administration and must be approved by the governing body of the City of Roswell prior to submission

FINANCIAL CONSIDERATION: Please see attached exhibits A, B, C & D

Changes by Fund

- General Fund - \$1,884
- Road Fund - \$8,333
- Capital Improvement Fund - \$8,333
- Airport Fund - \$8,333
- Solid Waste Fund - \$8,333
- Water Fund - \$13,350
- 2014WWTP - \$10
- Total - \$48,576

LEGAL REVIEW: Not applicable

BOARD OR COMMITTEE ACTION: The Finance Committee will meet on February 2, 2017

STAFF RECOMMENDATION: Not applicable

RESOLUTION NO. 17-09

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO, APPROVING CERTAIN BUDGET LINE ITEM CHANGES FOR THE CITY OF ROSWELL FOR FISCAL YEAR ENDING JUNE 30, 2017

WHEREAS, the approved budget for the City of Roswell, State of New Mexico, for the fiscal year 2016-2017, ending June 30, 2017, reflects certain estimated projections of revenues and expenditures, and

WHEREAS, the City Council of Roswell, Chaves County, New Mexico, has determined that certain line item changes are necessary in various funds as identified on Exhibit A attached hereto,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO,

1. That the proposed budget line items of said funds are approved, ratified and confirmed for intents and purposes as bona fide and valid changes in said budget of the City; subject, however, to authorization and approval of the Local Government Division of the Department of Finance and Administration.
2. That request is hereby authorized and made to say Local Government Division to approve the aforesaid changes and transfers of funds as reflected by the adjusted budget line of the fiscal year 2017 budget of the City of Roswell

PASSED, ADOPTED, SIGNED AND APPROVED this 9th day of February, 2017.

Dennis Kintigh, Mayor

CITY SEAL

ATTEST:

Sharon Coll, City Clerk

Exhibit A

2016-2017 Mid Year Budget Adjustment Summary

| Fund | Dept | Revenue | Transfers | Personnel Services Exp | Operating Expenses | Capital Outlay | Total Expense | Difference in cash bal |
|-------------|--------------------------------|-----------|-----------|------------------------|--------------------|----------------|---------------|------------------------|
| 101 | Total | 643,450 | (834) | (129,563) | 625,036 | 149,027 | 644,500 | (1,884) |
| | General Fund Total | | | | | | | |
| | General Reserve Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 103 | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Library Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 106 | 4046 08 GO Bond Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 107 | 4048 Special Revenue Bond | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 108 | 4049 15 GO Bond Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 202 | 4411 Cemetery | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 210 | 4511 Mass Transit | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 215 | Total | 0 | 0 | (63,641) | 63,641 | 0 | (0) | 0 |
| | Recreation Fund Total | | | | | | | |
| 221 | 4093 Convention Center Finance | 0 | (7,500) | 3,703 | (16,202) | 4,999 | (7,500) | 0 |
| 220 | 4191 Correction Fees Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 222 | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Lodgers' Tax Fund | | | | | | | |
| 223 | 4923 Road Fund | 423 | (8,333) | 0 | (1,480) | 1,480 | 0 | 0 |
| 226 | 4091 Unemployment Comp Fund | 0 | 50,000 | 0 | (414) | 837 | 423 | (8,333) |
| 230 | 4045 Comm Develop | 0 | 0 | 0 | 50,000 | 0 | 50,000 | 0 |
| 240 | 4262 Beautification Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 255 | 4113 Law Enforcement | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 258 | 4118 HIDTA Grant | 10,000 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 260 | 4141 EMS Grant - Ambulance | 0 | 0 | 0 | 10,000 | 0 | 0 | 0 |
| 261 | 4122 EMS Grant - Fire | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 262 | 4124 Hazmat Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 265 | 4123 Fire Protection | 279,832 | 0 | 0 | (11,000) | 11,000 | 0 | 0 |
| 301 | Total | 351,251 | (8,333) | 0 | 133,092 | 146,740 | 279,832 | 0 |
| | Capital Improvement Fund | | | | | | | |
| 305 | 4361 CDBG | 345,029 | 0 | 0 | 6,222 | 345,029 | 351,251 | (8,333) |
| 512 | Seizure Funds | 0 | 0 | 0 | 345,029 | 0 | 345,029 | 0 |
| 514 | 4357 JAG Grant | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 610 | Total | 131,530 | (8,333) | (25,000) | 483,990 | (327,460) | 131,530 | (8,333) |
| | Airport Fund Total | | | | | | | |
| 613 | 4337 PFC | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 615 | 4336 UDAG Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 620 | Total | 201,344 | (8,333) | 12,500 | 30,456 | 158,388 | 201,344 | (8,333) |
| | Solid Waste Fund Total | | | | | | | |
| 624 | 4346 Bond DS | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 630 | Total | 8,266 | (8,334) | 2,000 | (30,794) | 42,076 | 13,282 | (13,350) |
| | Water Fund Total | | | | | | | |
| 635 | 5635 2014AWWTP Pump Improv ds | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 636 | 5636 2014BWWTP Bond Refund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 637 | 5637 2014WWTP | 0 | 0 | 0 | (102,569) | 102,379 | 10 | (10) |
| | Deposits & Payroll | | | | | | | |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grand Total | | 1,971,125 | 0 | (200,001) | 1,585,207 | 634,495 | 2,019,701 | (48,576) |

Exhibit B

2017 Mid Year Budget Adjustments- Notes on larger amounts

| | | | | |
|-----------------|--------------------|---------------------------|----------|--|
| Administration | 101-4013-401.11-10 | Full Time Salaries | (95,000) | Transfer from City Manager salary to pay for interim City Manager |
| | 101-4013-401.48-01 | General Prof Services | 95,000 | |
| | 101-4121-412.40-02 | Building Maintenance | (50,000) | Move to capital from maintenance for Fire HVAC's |
| Fire | 101-4121-412.75-03 | Buildings Capital Outlay | 50,000 | |
| | 101-4181-413.35-01 | General Grant Expenses | 527,539 | Record new Homeland Security Grants in revenue and expense |
| | 101-0000-331.20-00 | Homeland Security Grants | 527,539 | |
| Museum | 101-4221-422.11-10 | Full Time Salaries | (38,500) | Move from Director salary to pay for contract director |
| | 101-4221-422.24-01 | General Contract Services | 38,500 | |
| | 101-4221-422.40-04 | Equipment Maintenance | 9,900 | Move from capital to pay for conservation of chandelier |
| Zoo | 101-4221-422.75-05 | Equipment Capital Outlay | (9,900) | |
| | 101-4232-423.40-06 | Grounds Maintenance | 20,000 | Money moved from Donations for christmas train event |
| | 101-4232-423.75-04 | Improvements not Build CO | 65,000 | |
| Gen Rev Bonds | 107-4048-404.75-03 | Buildings Capital Outlay | 25,660 | Repairs to Cemetery storage building moved from Improver not building |
| | 107-4048-404.75-04 | Improvements not Build | (25,660) | |
| Transit | 210-4511-451.11-10 | Full Time Salaries | (28,369) | Move between lines to cover overtime and work comp to compensated for em |
| | 210-4511-451.11-20 | Part Time Salaries | (57,886) | illness |
| | 210-4511-451.12-10 | Full Time Overtime | 41,246 | |
| Recreation | 210-4511-451.24-01 | General Contract Services | 73,617 | |
| | 210-4511-451.32-00 | Fuels & Fluids Mass Trans | (28,410) | |
| | 210-4511-451.34-07 | Workers Compensation Ins | 12,655 | |
| Lodgers | 215-4242-424.24-01 | General Contract Services | 30,073 | Transfer for use of NMMI pool |
| | 215-4242-424.63-04 | Water Utilities | (5,073) | |
| | 215-4242-424.56-01 | General Supplies | (25,000) | |
| Unemployment | 222-4081-408.28-01 | Education & Promotion | 59,000 | Move money for Senior Olympics |
| | 222-4081-408.28-28 | Large Contract Events | (59,000) | |
| | 222-4111-411.11-10 | Full Time Salaries | (10,210) | OVT for stste Fair |
| Hazmant Grant | 222-4111-411.12-10 | Full Time Overtime | 10,210 | |
| | 226-4091-409.52-00 | Reimbursement of Claims | 50,000 | Transfer from departments to unemployment - 3rd and 4th quarter exp larger |
| | 226-0000-381.10-00 | General Fund From | 8,334 | than expected |
| Fire Protection | 226-0000-381.20-00 | Airport From | 8,333 | |
| | 226-0000-381.35-00 | Road Fund From | 8,333 | |
| | 226-0000-381.40-00 | Capital Improvements From | 8,333 | |
| Fire Protection | 226-0000-381.45-00 | Water & Sewer From | 8,333 | |
| | 226-0000-381.60-00 | Solid Waste | 8,334 | |
| | 262-4124-412.35-01 | General Grant Expenses | (11,000) | Move grant funds to capital to purchase carbon dioxide monitors |
| Fire Protection | 262-4124-412.75-05 | Equipment Capital Outlay | 11,000 | |
| | 265-4123-412.40-04 | Equipment Maintenance | 10,358 | Repairs to cameras |

Exhibit B Cont.

2017 Mid Year Budget Adjustments- Notes on larger amounts

| | | | | |
|--------------------------------|--------------------|---------------------------|-----------|---|
| Engineering CDBG Airport | 265-4123-412.56-01 | General Supplies | (10,358) | |
| | 265-4123-412.56-01 | General Supplies | (40,000) | Purchase thermal image cameras |
| | 265-4123-412.75-05 | Equipment Capital Outlay | 40,000 | |
| | 265-4123-412.56-01 | General Supplies | 179,832 | |
| | 265-0000-334.19-00 | Fire Protection Grant | 179,832 | Increase in grant funds for 2017 |
| | 265-4123-412.61-01 | General Uniforms | (25,000) | Moved to purchase protective clothing |
| | 265-4123-412.61-03 | Protective Clothing Unif | 25,000 | |
| | 265-0000-334.19-02 | Special Projects Grant | 100,000 | Record additional grant in fire fund |
| | 265-4123-412.75-05 | Equipment Capital Outlay | 100,000 | |
| | 265-4123-412.75-05 | Equipment Capital Outlay | (18,984) | Move funds to increase budgeted amt for rescue truck and response vehicle |
| | 265-4123-412.56-01 | General Supplies | (6,740) | |
| | 265-4123-412.75-06 | Vehicles Capital Outlay | 25,724 | |
| | 301-4311-431.75-04 | Improvements not Build CO | 345,029 | record receipt of CDBG grant funds |
| | 305-4361-436.35-50 | CDBG Grant Expense | 345,029 | |
| | 610-4331-433.11-10 | Full Time Salaries | (25,000) | Move from salary's to pay for contract director |
| | 610-4331-433.24-01 | General Contract Services | 25,000 | |
| | 610-4334-433.75-04 | Improvements not Build | (175,382) | Return overpayment by state on Runway 3-21 project |
| | 610-4331-433.20-18 | Reimburse state funds | 175,382 | |
| | 610-4331-433.40-16 | Fire Suppress Maint | 200,000 | Fire suppression in build 1083 |
| | 610-4334-433.75-03 | Buildings Capital Outlay | (200,000) | |
| | 610-4332-433.24-21 | Demolition | (36,310) | various small purchases |
| | 610-4332-433.40-02 | Building Maintenance | 111,330 | Insurance claim for building 250 from snow damage |
| | 610-0000-373.12-00 | Prop Damage Claims | 111,330 | |
| | 610-0000-373.12-00 | Prop Damage Claims | 20,200 | Insurance claim for vehicle damage 2013 Ford |
| | 610-4334-433.75-06 | Vehicles Capital Outlay | 20,200 | |
| | 620-4341-434.29-02 | Equipment under \$500 | (17,026) | Purchase roll offs |
| | 620-4342-434.75-05 | Equipment Capital Outlay | 17,026 | |
| | 620-4341-434.40-12 | Vehicle Maintenance | 42,770 | Insurance claim for burned vehicle |
| | 620-0000-373.12-00 | Prop Damage Claims | 42,770 | |
| Sanitation | 620-4341-434.75-06 | Vehicles Capital Outlay | 158,388 | Insurance claim for burned vehicle |
| | 620-0000-373.12-00 | Prop Damage Claims | 158,388 | |
| | 620-4342-434.24-01 | General Contract Services | 20,000 | Cover additional cost of temps |
| | 620-4342-434.24-19 | Tire Grinding | (20,000) | |
| | 620-4341-434.32-00 | Fuels & Fluids Sol Waste | (12,000) | Transfer to equip maint to repair landfill water well |
| | 620-4342-434.40-04 | Equipment Maintenance | 12,000 | |
| | 620-4343-434.28-05 | Advertising Public Relati | (11,791) | move to workers comp to cover additional expense due to injuries |
| | 620-4343-434.34-07 | Workers Compensation Ins | 16,084 | |

Exhibit B Cont.

2017 Mid Year Budget Adjustments- Notes on larger amounts

| | | | | |
|-------|--------------------|--------------------------|-----------|---|
| Water | 630-4352-435.75-03 | Buildings Capital Outlay | 35,000 | move funds to add to budget for remodel of water billing department |
| | 630-4352-435.75-05 | Equipment Capital Outlay | (35,000) | |
| | 630-4354-435.75-03 | Buildings Capital Outlay | 120,000 | Move budget from equip for vehicle storage building |
| | 630-4354-435.75-05 | Equipment Capital Outlay | (120,000) | |
| | 630-4355-435.75-05 | Equipment Capital Outlay | 141,463 | Move from vehicle to equip for loader |
| | 630-4355-435.75-06 | Vehicles Capital Outlay | (141,463) | |
| | 630-4356-435.41-06 | Sewer System Materials | (16,870) | Move for various small equipment |
| | 630-4356-435.75-05 | Equipment Capital Outlay | 16,870 | |
| | 630-4358-435.75-05 | Equipment Capital Outlay | (26,000) | Move from equipment to purchase vehicle |
| | 630-4358-435.75-06 | Vehicles Capital Outlay | 26,000 | |
| | | | | |
| | | | | |

2017 Mid Year Budget Revenue Adjustments

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Exhibit D

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 101-4011-401.27-02 Subscriptions & Books | 0 | 1,273 | 1,296 | (23) | 1,273 | | 1,273 | |
| 101-4011-401.47-00 Printing & Publications | 2,800 | 1,400 | (81) | 1,481 | (1,400) | | (1,400) | |
| 101-4011-401.48-01 General Prof Services | 0 | 4,500 | 4,258 | 242 | 4,500 | | 4,500 | |
| 101-4011-401.50-01 General Rentals & Leases | 0 | 3,527 | 1,773 | 735 | 3,527 | | 3,527 | |
| 101-4011-401.59-02 Travel | 15,000 | 10,500 | 2,651 | 7,849 | (4,500) | | (4,500) | |
| 101-4013-401.11-10 Full Time Salaries | 449,272 | 354,272 | 170,765 | 183,507 | (95,000) | | (95,000) | |
| 101-4013-401.27-01 Dues | 655 | 355 | 100 | 255 | (300) | | (300) | |
| 101-4013-401.27-02 Subscriptions & Books | 6,000 | 6,150 | 3,569 | 0 | 150 | | 150 | |
| 101-4013-401.28-02 Public Relations | 750 | 50 | 0 | 50 | (700) | | (700) | |
| 101-4013-401.48-01 General Prof Services | 0 | 95,000 | 61,562 | 33,438 | 95,000 | | 95,000 | |
| 101-4013-401.50-01 General Rentals & Leases | 1,979 | 729 | 532 | 64 | (1,250) | | (1,250) | |
| 101-4015-401.47-00 Printing & Publications | 4,000 | 4,600 | 2,139 | 87 | 600 | | 600 | |
| 101-4021-402.24-01 General Contract Services | 13,502 | 10,000 | 3,572 | 5,757 | (3,502) | | (3,502) | |
| 101-4021-402.25-00 Damage Claims | 0 | 1,993 | 1,993 | 0 | 1,993 | | 1,993 | |
| 101-4021-402.29-01 Furniture Under \$500 | 1,000 | 0 | 0 | 0 | (1,000) | | (1,000) | |
| 101-4021-402.48-16 Ind. Council Prof. Serv. | 21,312 | 18,465 | 1,415 | 15,737 | (2,847) | | (2,847) | |
| 101-4021-402.56-01 General Supplies | 8,000 | 4,000 | 2,051 | 1,943 | (4,000) | | (4,000) | |
| 101-4021-402.56-02 Office Supplies | 7,599 | 4,500 | 1,227 | 2,934 | (3,099) | | (3,099) | |
| 101-4021-402.58-01 General Telephones | 9,000 | 7,000 | 3,736 | 3,264 | (2,000) | | (2,000) | |
| 101-4021-402.59-01 Training | 2,000 | 2,800 | 2,770 | 30 | 800 | | 800 | |
| 101-4021-402.59-02 Travel | 4,681 | 4,735 | 5,951 | (1,216) | 54 | | 54 | |
| 101-4041-404.21-02 Credit Card Fees | 9,000 | 8,700 | 3,540 | 5,160 | (300) | | (300) | |
| 101-4041-404.29-01 Furniture Under \$500 | 2,000 | 400 | 0 | 400 | (1,600) | | (1,600) | |
| 101-4041-404.47-00 Printing & Publications | 10,220 | 9,620 | 2,036 | 7,328 | (600) | | (600) | |
| 101-4041-404.48-31 Economic Development | 213,800 | 211,800 | 153,075 | 0 | (2,000) | | (2,000) | |
| 101-4041-404.50-01 General Rentals & Leases | 4,531 | 7,531 | 9,003 | (5,815) | 3,000 | | 3,000 | |
| 101-4041-404.53-09 Penalties Permits & Fees | 0 | 300 | 235 | 65 | 300 | | 300 | |
| 101-4041-404.56-02 Office Supplies | 15,852 | 13,552 | 1,149 | 11,607 | (2,300) | | (2,300) | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 101-4041-404.75-05 Equipment Capital Outlay | 3,275 | 4,001 | 0 | 726 | 726 | | 726 | |
| 101-4061-406.34-03 Equipment Insurance | 20 | 24 | 24 | 0 | 4 | | 4 | |
| 101-4061-406.34-04 General Liability Ins | 1,133 | 1,129 | 380 | 749 | (4) | | (4) | |
| 101-4061-406.50-01 General Rentals & Leases | 1,300 | 2,658 | 822 | 1,495 | 1,358 | | 1,358 | |
| 101-4061-406.56-01 General Supplies | 9,675 | 6,565 | 3,667 | 2,898 | (3,110) | | (3,110) | |
| 101-4061-406.75-05 Equipment Capital Outlay | 0 | 1,752 | 876 | 876 | 1,752 | | 1,752 | |
| 101-4071-407.34-01 Auto Insurance | 2,740 | 2,738 | 2,217 | 521 | (2) | | (2) | |
| 101-4071-407.40-04 Equipment Maintenance | 1,866 | 566 | 156 | 410 | (1,300) | | (1,300) | |
| 101-4071-407.75-05 Equipment Capital Outlay | 2,100 | 3,400 | 1,256 | 144 | 1,300 | | 1,300 | |
| 101-4074-407.34-01 Auto Insurance | 940 | 941 | 940 | 1 | 1 | | 1 | |
| 101-4074-407.34-04 General Liability Insuran | 159 | 160 | 159 | 1 | 1 | | 1 | |
| 101-4111-411.12-20 Part Time Overtime | 0 | 880 | 1,466 | (586) | 880 | | 880 | |
| 101-4111-411.25-00 Damage Claims Police | 60,000 | 60,152 | 36,912 | 23,240 | 152 | | 152 | |
| 101-4111-411.27-01 Dues | 1,566 | 1,500 | 670 | 830 | (66) | | (66) | |
| 101-4111-411.27-03 Internet Subscriptions | 0 | 304 | 457 | (153) | 304 | | 304 | |
| 101-4111-411.28-05 Advertising P/R | 0 | 2,500 | 0 | 2,500 | 2,500 | | 2,500 | |
| 101-4111-411.29-02 Equipment under \$500 | 47,740 | 57,264 | 31,436 | 25,828 | 9,524 | | 9,524 | |
| 101-4111-411.40-02 Building Maintenance | 120,293 | 122,537 | 54,922 | 61,129 | 2,244 | | 2,244 | |
| 101-4111-411.40-12 Vehicle Maintenance | 263,265 | 272,072 | 129,117 | 136,646 | 8,807 | | 8,807 | |
| 101-4111-411.48-01 General Prof Services | 55,000 | 52,500 | 0 | 52,500 | (2,500) | | (2,500) | |
| 101-4111-411.50-01 General Rentals & Leases | 11,500 | 12,360 | 7,210 | 0 | 860 | | 860 | |
| 101-4111-411.56-01 General Supplies | 76,409 | 74,384 | 27,943 | 35,003 | (2,025) | | (2,025) | |
| 101-4111-411.59-02 Travel | 26,000 | 26,000 | 10,992 | 15,008 | 0 | 5,000 | 5,000 | |
| 101-4111-411.75-05 Equipment Capital Outlay | 143,137 | 143,787 | 55,768 | 51,582 | 650 | | 650 | |
| 101-4121-412.34-02 Building Insurance | 10,206 | 10,207 | 10,206 | 1 | 1 | | 1 | |
| 101-4121-412.34-03 Equipment Insurance | 2,233 | 2,232 | 1,670 | 562 | (1) | | (1) | |
| 101-4121-412.40-02 Building Maintenance | 405,268 | 354,868 | 44,672 | 301,797 | (50,400) | | (50,400) | |
| 101-4121-412.54-05 Forth of July | 45,000 | 47,000 | 0 | 47,000 | 2,000 | | 2,000 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 101-4121-412.56-02 Office Supplies | 6,143 | 5,061 | 988 | 4,073 | (1,082) | | (1,082) | |
| 101-4121-412.59-01 Training | 825 | 1,307 | 1,306 | 1 | 482 | | 482 | |
| 101-4121-412.75-03 Buildings Capital Outlay | 0 | 50,000 | 6,975 | 43,025 | 50,000 | | 50,000 | |
| 101-4121-412.75-07 Furniture Capital Outlay | 0 | 1,000 | 1,000 | 0 | 1,000 | | 1,000 | |
| 101-4151-413.24-12 Weeds/Litter/Trees Contra | 18,558 | 15,558 | 3,595 | 11,605 | (3,000) | | (3,000) | |
| 101-4151-413.24-21 Community Enhancement | 188,738 | 180,638 | 75,538 | 101,534 | (8,100) | | (8,100) | |
| 101-4151-413.32-00 Fuels & Fluids | 12,000 | 11,000 | 4,867 | 6,133 | (1,000) | | (1,000) | |
| 101-4151-413.40-02 Building Maintenance | 5,536 | 2,036 | 205 | 1,831 | (3,500) | | (3,500) | |
| 101-4151-413.40-12 Vehicle Maintenance | 12,780 | 20,280 | 19,402 | 705 | 7,500 | | 7,500 | |
| 101-4151-413.47-00 Printing & Publications | 7,111 | 7,059 | 2,980 | 3,624 | (52) | | (52) | |
| 101-4151-413.50-01 General Rentals & Leases | 725 | 777 | 453 | 1 | 52 | | 52 | |
| 101-4151-413.75-05 Equipment Capital Outlay | 50,000 | 58,100 | 39,973 | 1,410 | 8,100 | | 8,100 | |
| 101-4161-413.32-00 Fuels & Fluids | 18,000 | 17,454 | 7,438 | 10,016 | (546) | | (546) | |
| 101-4161-413.34-07 Workers Compensation Ins | 7,524 | 9,904 | 15,726 | (5,822) | 2,380 | | 2,380 | |
| 101-4161-413.40-12 Vehicle Maintenance | 9,800 | 10,756 | 7,216 | 3,476 | 956 | | 956 | |
| 101-4161-413.50-01 General Rentals & Leases | 1,000 | 1,047 | 610 | 1 | 47 | | 47 | |
| 101-4161-413.56-01 General Supplies | 25,287 | 24,453 | 9,924 | 10,751 | (834) | | (834) | |
| 101-4181-413.35-01 General Grant Expenses | 794,961 | 1,322,500 | 728,421 | 542,500 | 527,539 | | 527,539 | |
| 101-4211-421.35-05 Gifts Grant Expenses | 1,690 | 3,033 | 2,119 | 647 | 1,343 | | 1,343 | |
| 101-4211-421.50-01 General Rentals & Leases | 3,506 | 3,667 | 2,209 | 0 | 161 | | 161 | |
| 101-4211-421.56-01 General Supplies | 20,285 | 20,124 | 5,280 | 14,192 | (161) | | (161) | |
| 101-4221-422.11-10 Full Time Salaries | 456,294 | 417,794 | 194,564 | 223,230 | (38,500) | | (38,500) | |
| 101-4221-422.24-01 General Contract Services | 3,600 | 42,100 | 39,040 | 1,067 | 38,500 | | 38,500 | |
| 101-4221-422.27-03 Internet Subscriptions | 156 | 402 | 176 | 226 | 246 | | 246 | |
| 101-4221-422.34-02 Building Insurance | 8,856 | 8,857 | 8,856 | 1 | 1 | | 1 | |
| 101-4221-422.34-03 Equipment Insurance | 35 | 34 | 6 | 28 | (1) | | (1) | |
| 101-4221-422.34-04 General Liability Ins | 26,249 | 26,002 | 26,001 | 1 | (247) | | (247) | |
| 101-4221-422.34-07 Workers Compensation Ins | 1,539 | 1,540 | 1,539 | 1 | 1 | | 1 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 101-4221-422.40-04 Equipment Maintenance | 3,365 | 13,765 | 649 | 216 | 10,400 | | 10,400 | |
| 101-4221-422.46-00 Postage Museum | 5,550 | 5,050 | 709 | 2,967 | (500) | | (500) | |
| 101-4221-422.75-05 Equipment Capital Outlay | 17,686 | 7,786 | 0 | 0 | (9,900) | | (9,900) | |
| 101-4231-423.24-01 General Contract Services | 176,204 | 169,675 | 62,802 | 106,365 | (6,529) | | (6,529) | |
| 101-4231-423.34-02 Building Insurance | 3,500 | 3,499 | 3,160 | 339 | (1) | | (1) | |
| 101-4231-423.34-03 Equipment Insurance | 4,131 | 4,132 | 4,131 | 1 | 1 | | 1 | |
| 101-4231-423.40-02 Building Maintenance | 13,000 | 10,420 | 5,072 | 5,348 | (2,580) | | (2,580) | |
| 101-4231-423.40-05 Field Maintenance | 55,951 | 54,451 | 3,604 | 49,847 | (1,500) | | (1,500) | |
| 101-4231-423.40-06 Grounds Maintenance | 108,777 | 97,247 | 32,034 | 60,545 | (11,530) | | (11,530) | |
| 101-4231-423.75-04 Improvements not Build CO | 20,000 | 38,252 | 31,183 | 2,052 | 18,252 | | 18,252 | |
| 101-4231-423.75-05 Equipment Capital Outlay | 0 | 5,547 | 5,547 | 0 | 5,547 | | 5,547 | |
| 101-4232-423.12-10 Full Time Overtime | 1,970 | 4,828 | 4,953 | (125) | 2,858 | | 2,858 | |
| 101-4232-423.27-01 Dues | 315 | 465 | 420 | 45 | 150 | | 150 | |
| 101-4232-423.29-02 Equipment under \$500 | 970 | 1,470 | 1,109 | 361 | 500 | | 500 | |
| 101-4232-423.34-01 Auto Insurance | 3,283 | 1,930 | 1,930 | 0 | (1,353) | | (1,353) | |
| 101-4232-423.34-03 Equipment Insurance | 1,290 | 1,104 | 1,104 | 0 | (186) | | (186) | |
| 101-4232-423.34-04 General Liability Ins | 2,626 | 948 | 948 | 0 | (1,678) | | (1,678) | |
| 101-4232-423.40-04 Equipment Maintenance | 2,000 | 5,017 | 4,330 | 590 | 3,017 | | 3,017 | |
| 101-4232-423.40-06 Grounds Maintenance | 8,000 | 28,000 | 15,821 | 4,869 | 20,000 | | 20,000 | |
| 101-4232-423.56-01 General Supplies | 25,000 | 20,500 | 11,224 | 9,054 | (4,500) | | (4,500) | |
| 101-4232-423.56-06 Animal Feed | 44,105 | 43,297 | 16,109 | 20,089 | (808) | | (808) | |
| 101-4232-423.75-04 Improvements not Build CO | 0 | 65,000 | 4,614 | 57,405 | 65,000 | | 65,000 | |
| 101-4232-423.75-05 Equipment Capital Outlay | 0 | 2,000 | 2,000 | 0 | 2,000 | | 2,000 | |
| 101-4233-423.34-01 Auto Insurance | 3,951 | 3,950 | 3,328 | 622 | (1) | | (1) | |
| 101-4233-423.34-03 Equipment Insurance | 2,049 | 2,050 | 2,049 | 1 | 1 | | 1 | |
| 101-4261-426.21-10 Procurement card fee | 10 | 20 | 10 | 10 | 10 | | 10 | |
| 101-4261-426.28-01 Education & Promotion PR | 1,000 | 518 | 20 | 498 | (482) | | (482) | |
| 101-4261-426.41-01 General Materials | 0 | 730 | 730 | 0 | 730 | | 730 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|---|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 101-4261-426.56-01 General Supplies | 3,500 | 2,750 | 468 | 2,282 | (750) | 10,000 | 9,250 | |
| 101-4261-426.58-01 General Telephones | 0 | 10 | 1 | 9 | 10 | | 10 | |
| 101-4261-426.59-02 Travel | 0 | 482 | 482 | 0 | 482 | | 482 | |
| 101-4261-426.75-05 Equipment Capital Outlay | 0 | 1,600 | 0 | 1,600 | 1,600 | 1,500 | 3,100 | |
| 101-4631-463.12-10 Full Time Overtime | 0 | 199 | 259 | (60) | 199 | | 199 | |
| 101-4631-463.27-02 Subscriptions & Books | 0 | 1,275 | 1,275 | 0 | 1,275 | | 1,275 | |
| 101-4631-463.27-03 Internet Subscriptions | 212,815 | 212,251 | 184,025 | 18,324 | (564) | | (564) | |
| 101-4631-463.34-01 Auto Insurance | 397 | 393 | 313 | 80 | (4) | | (4) | |
| 101-4631-463.34-03 Equipment Insurance | 0 | 7 | 3 | 4 | 7 | | 7 | |
| 101-4631-463.40-12 Vehicle Maintenance | 500 | 455 | 190 | 257 | (45) | | (45) | |
| 101-4631-463.41-01 General Materials | 1,500 | 90 | 0 | 90 | (1,410) | | (1,410) | |
| 101-4631-463.50-01 General Rentals & Leases | 0 | 473 | 275 | 1 | 473 | | 473 | |
| 101-4631-463.59-01 Training | 100 | 7 | 0 | 7 | (93) | | (93) | |
| 101-4631-463.59-02 Travel | 0 | 162 | 153 | 9 | 162 | | 162 | |
| 101-4656-465.28-05 Advertising P/R | 1,000 | (500) | 0 | (500) | (1,500) | | (1,500) | |
| 101-4656-465.34-01 Auto Insurance | 313 | 314 | 313 | 1 | 1 | | 1 | |
| 101-4656-465.34-03 Equipment Insurance | 850 | 849 | 828 | 21 | (1) | | (1) | |
| 101-4656-465.75-05 Equipment Capital Outlay | 4,648 | 6,148 | 4,646 | 158 | 1,500 | | 1,500 | |
| 101-4658-465.50-01 General Rentals & Leases | 0 | 747 | 435 | 1 | 747 | | 747 | |
| 101-4658-465.56-02 Office Supplies | 2,750 | 2,003 | 1,078 | 925 | (747) | | (747) | 644,500 |
| 107-4048-404.75-03 Buildings Capital Outlay | 0 | 26,660 | 26,660 | 0 | 26,660 | | 26,660 | |
| 107-4048-404.75-04 Improvements not Build | 2,517,584 | 2,490,924 | 955,943 | 1,125,030 | (26,660) | (4,698) | (31,358) | |
| 107-4048-404.75-05 Equipment Capital Outlay | 0 | 0 | 0 | (4,698) | 0 | 4,698 | 4,698 | |
| 202-4411-441.34-02 Building Insurance | 320 | 720 | 652 | 68 | 400 | | 400 | |
| 202-4411-441.56-02 Office Supplies | 3,548 | 3,148 | 1,036 | 2,112 | (400) | | (400) | |
| 210-4511-451.11-10 Full Time Salaries | 537,783 | 509,414 | 255,331 | 254,083 | (28,369) | | (28,369) | |
| 210-4511-451.11-20 Part Time Salaries | 210,096 | 152,210 | 76,105 | 76,105 | (57,886) | | (57,886) | |
| 210-4511-451.12-10 Full Time Overtime | 37,430 | 78,676 | 41,200 | 37,476 | 41,246 | | 41,246 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|--------------------|----------------------|----------------|
| 210-4511-451.15-10 FICA | 48,811 | 44,830 | 22,415 | 22,415 | (3,981) | (3,981) | |
| 210-4511-451.15-20 Medicare | 11,416 | 10,484 | 5,242 | 5,242 | (932) | (932) | |
| 210-4511-451.15-30 PERA | 71,422 | 63,172 | 31,586 | 31,586 | (8,250) | (8,250) | |
| 210-4511-451.15-35 NM RHCA (retire health) | 14,958 | 13,230 | 6,615 | 6,615 | (1,728) | (1,728) | |
| 210-4511-451.15-40 Group Insurance | 124,527 | 120,786 | 60,393 | 60,393 | (3,741) | (3,741) | |
| 210-4511-451.23-00 Cash Over/Short | 0 | 7 | 4 | 3 | 7 | 7 | |
| 210-4511-451.24-01 General Contract Services | 3,637 | 77,254 | 42,527 | 34,590 | 73,617 | 73,617 | |
| 210-4511-451.32-00 Fuels & Fluids Mass Trans | 135,000 | 106,590 | 53,295 | 53,295 | (28,410) | (28,410) | |
| 210-4511-451.34-07 Workers Compensation Ins | 13,282 | 25,937 | 25,937 | 0 | 12,655 | 12,655 | |
| 210-4511-451.50-01 General Rentals & Leases | 0 | 1,772 | 533 | 858 | 1,772 | 1,772 | |
| 210-4511-451.56-01 General Supplies | 3,200 | 7,200 | 5,510 | 1,690 | 4,000 | 4,000 | |
| 215-4241-424.12-10 Full Time Overtime | 0 | 1,200 | 1,220 | (20) | 1,200 | 1,200 | |
| 215-4241-424.24-01 General Contract Services | 146,014 | 131,564 | 48,026 | 80,658 | (14,450) | (14,450) | |
| 215-4241-424.25-00 Damage Claims | 0 | 6,937 | 6,936 | 1 | 6,937 | 6,937 | |
| 215-4241-424.28-05 Advertising Pub Relations | 2,924 | 4,924 | 1,330 | 3,594 | 2,000 | 2,000 | |
| 215-4241-424.34-01 Auto Insurance | 2,064 | 2,065 | 2,064 | 1 | 1 | 1 | |
| 215-4241-424.34-04 General Liability Insuran | 597 | 596 | 570 | 26 | (1) | (1) | |
| 215-4241-424.34-07 Workers Compensation Ins | 504 | 1,004 | 825 | 179 | 500 | 500 | |
| 215-4241-424.47-00 Printing & Publications | 3,000 | 3,401 | 1,660 | 1,741 | 401 | 401 | |
| 215-4241-424.53-11 Government GRT | 0 | 100 | 26 | 74 | 100 | 100 | |
| 215-4241-424.56-01 General Supplies | 1,500 | 1,800 | 1,063 | 144 | 300 | 300 | |
| 215-4241-424.58-02 Mobile Telephones | 0 | 1,750 | 1,749 | 1 | 1,750 | 1,750 | |
| 215-4242-424.24-01 General Contract Services | 0 | 30,073 | 30,073 | 0 | 30,073 | 30,073 | |
| 215-4242-424.40-04 Equipment Maintenance | 0 | 5,000 | 1,193 | 3,807 | 5,000 | 5,000 | |
| 215-4242-424.56-01 General Supplies | 37,500 | 0 | 0 | 0 | (37,500) | (37,500) | |
| 215-4242-424.63-04 Water Utilities | 35,000 | 29,927 | 19,534 | 10,393 | (5,073) | (5,073) | |
| 215-4243-424.12-10 Full Time Overtime | 0 | 100 | 16 | 84 | 100 | 100 | |
| 215-4243-424.21-02 Credit Card Fees | 0 | 100 | 89 | 11 | 100 | 100 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 215-4243-424.21-10 Procurement card fee | 0 | 10 | 10 | 0 | 10 | | 10 | |
| 215-4243-424.24-08 Instructor Cont Services | 20,000 | 18,868 | 5,520 | 13,135 | (1,132) | | (1,132) | |
| 215-4243-424.34-07 Workers Compensation Ins | 1,214 | 2,491 | 2,490 | 1 | 1,277 | | 1,277 | |
| 215-4243-424.40-02 Building Maintenance | 15,000 | 10,001 | 2,268 | 2,831 | (4,999) | | (4,999) | |
| 215-4243-424.47-00 Printing & Publications | 2,335 | 2,235 | 1,396 | 363 | (100) | | (100) | |
| 215-4243-424.50-01 General Rentals & Leases | 2,005 | 2,286 | 1,257 | 131 | 281 | | 281 | |
| 215-4243-424.56-01 General Supplies | 7,115 | 6,379 | 1,180 | 4,999 | (736) | | (736) | |
| 215-4243-424.75-05 Equipment Capital Outlay | 0 | 4,999 | 4,999 | 0 | 4,999 | | 4,999 | |
| 215-4244-424.12-10 Full Time Overtime | 0 | 1,450 | 1,387 | 63 | 1,450 | | 1,450 | |
| 215-4244-424.12-20 Part Time Overtime | 0 | 375 | 271 | 104 | 375 | | 375 | |
| 215-4244-424.23-00 Cash Over/Short | 0 | 50 | 3 | 47 | 50 | | 50 | |
| 215-4244-424.24-01 General Contract Services | 4,500 | 3,950 | 392 | 3,558 | (550) | | (550) | |
| 215-4244-424.47-00 Printing & Publications | 1,950 | 2,749 | 1,757 | 992 | 799 | | 799 | |
| 215-4244-424.56-01 General Supplies | 12,335 | 10,945 | 5,410 | 3,295 | (1,390) | | (1,390) | |
| 215-4244-424.59-02 Travel | 0 | 240 | 239 | 1 | 240 | | 240 | |
| 215-4246-424.12-20 Part Time Overtime | 0 | 578 | 545 | 33 | 578 | | 578 | |
| 215-4246-424.21-10 Procurement card fee | 0 | 10 | 10 | 0 | 10 | | 10 | |
| 215-4246-424.34-01 Auto Insurance | 574 | 575 | 574 | 1 | 1 | | 1 | |
| 215-4246-424.34-04 General Liability Insuran | 1,215 | 1,214 | 180 | 1,034 | (1) | | (1) | |
| 215-4246-424.56-01 General Supplies | 5,110 | 5,010 | 947 | 3,788 | (100) | | (100) | (7,500) |
| 222-4081-408.28-01 Education & Promotion | 0 | 59,000 | 0 | 59,000 | 59,000 | | 59,000 | |
| 222-4081-408.28-28 Large Contract Events | 280,007 | 221,007 | 78,050 | 98,707 | (59,000) | | (59,000) | |
| 222-4111-411.11-10 Full Time Salaries | 30,000 | 19,012 | 0 | 19,012 | (10,988) | | (10,988) | |
| 222-4111-411.12-10 Full Time Overtime | 0 | 10,210 | 10,210 | 0 | 10,210 | | 10,210 | |
| 222-4111-411.15-10 FICA | 0 | 630 | 630 | 0 | 630 | | 630 | |
| 222-4111-411.15-20 Medicare | 0 | 148 | 147 | 1 | 148 | | 148 | |
| 222-4251-425.24-01 General Contract Services | 240,521 | 240,249 | 124,494 | 115,526 | (272) | | (272) | |
| 222-4251-425.40-02 Building Maintenance | 55,802 | 55,616 | 17,039 | 36,733 | (186) | | (186) | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|---|-------------------------|----------------------------|------------|------------------|----------|-----------|----------------------|----------------|
| 222-4251-425.50-01 General Rentals & Leases | 3,626 | 3,898 | 2,274 | 0 | 272 | | 272 | |
| 222-4251-425.58-02 Mobile Telephones | 3,000 | 3,094 | 1,502 | 1,592 | 94 | | 94 | |
| 222-4253-425.48-33 Visitors Promotion | 9,299 | 8,559 | 744 | 6,746 | (740) | | (740) | |
| 222-4253-425.58-02 Mobile Telephones | 0 | 92 | 91 | 1 | 92 | | 92 | |
| 222-4253-425.75-05 Equipment Capital Outlay | 0 | 740 | 740 | 0 | 740 | | 740 | |
| 222-4254-425.41-01 General Materials | 2,000 | 1,260 | 0 | 1,260 | (740) | | (740) | |
| 222-4254-425.75-05 Equipment Capital Outlay | 0 | 740 | 740 | 0 | 740 | | 740 | |
| 223-4323-432.34-07 Workers Compensation Ins | 56,375 | 63,375 | 59,366 | 4,009 | 7,000 | | 7,000 | |
| 223-4323-432.40-01 Annual Maintenance | 325,912 | 325,075 | 99,363 | 215,638 | (837) | | (837) | |
| 223-4323-432.41-03 Overlay Materials | 748,911 | 739,911 | 322,726 | 366,365 | (9,000) | | (9,000) | |
| 223-4323-432.56-01 General Supplies | 84,915 | 85,338 | 11,261 | 70,026 | 423 | | 423 | |
| 223-4323-432.58-01 General Telephones | 840 | 2,840 | 1,758 | 1,082 | 2,000 | | 2,000 | |
| 223-4323-432.75-06 Vehicles Capital Outlay | 267,352 | 268,189 | 268,189 | 0 | 837 | | 837 | 423 |
| 226-4091-409.52-00 Reimbursement of Claims | 50,617 | 50,617 | 52,767 | (14,695) | 0 | 50,000 | 50,000 | 50,000 |
| 258-4118-411.35-05 GRANT EXPENSES | 153,414 | 161,409 | 105,499 | 55,350 | 7,995 | | 7,995 | |
| 258-4118-411.59-01 Training | 0 | 525 | 0 | 525 | 525 | | 525 | |
| 258-4118-411.59-02 Travel | 0 | 1,480 | 895 | 585 | 1,480 | | 1,480 | 10,000 |
| 262-4124-412.35-01 General Grant Expenses | 41,768 | 30,768 | 0 | 30,768 | (11,000) | | (11,000) | |
| 262-4124-412.75-05 Equipment Capital Outlay | 0 | 11,000 | 10,836 | 164 | 11,000 | | 11,000 | |
| 265-4123-412.40-04 Equipment Maintenance | 0 | 10,358 | 10,357 | 1 | 10,358 | | 10,358 | |
| 265-4123-412.56-01 General Supplies | 956,817 | 899,719 | 4,837 | 894,882 | (57,098) | 179,832 | 122,734 | |
| 265-4123-412.61-01 General Uniforms | 86,906 | 61,906 | 15,248 | 43,289 | (25,000) | | (25,000) | |
| 265-4123-412.61-03 Protective Clothing Unif | 62,530 | 87,530 | 33,221 | 6,568 | 25,000 | | 25,000 | |
| 265-4123-412.75-05 Equipment Capital Outlay | 239,557 | 360,573 | 260,572 | 100,001 | 121,016 | | 121,016 | |
| 265-4123-412.75-06 Vehicles Capital Outlay | 65,000 | 90,724 | 0 | 0 | 25,724 | | 25,724 | 279,832 |
| 301-4311-431.34-01 Auto Insurance | 5,984 | 5,983 | 3,176 | 2,807 | (1) | | (1) | |
| 301-4311-431.34-03 Equipment Insurance | 16 | 17 | 16 | 1 | 1 | | 1 | |
| 301-4311-431.40-04 Equipment Maintenance | 16,890 | 14,490 | 5,505 | 2,390 | (2,400) | | (2,400) | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|-----------|-----------|----------------------|----------------|
| 301-4311-431.58-01 General Telephones | 1,520 | 3,920 | 1,951 | 1,969 | 2,400 | | 2,400 | |
| 301-4311-431.75-04 Improvements not Build CO | 13,622,642 | 13,622,642 | 2,672,582 | 8,780,817 | 0 | 345,029 | 345,029 | |
| 301-4312-431.34-01 Auto Insurance | 6,264 | 6,265 | 6,264 | 1 | 1 | | 1 | |
| 301-4312-431.34-02 Building Insurance | 100 | 98 | 82 | 16 | (2) | | (2) | |
| 301-4312-431.34-07 Workers Compensation Ins | 4,046 | 4,047 | 4,046 | 1 | 1 | | 1 | |
| 301-4312-431.40-02 Building Maintenance | 1,500 | 4,600 | 0 | 4,600 | 3,100 | | 3,100 | |
| 301-4312-431.40-12 Vehicle Maintenance | 7,875 | 9,058 | 1,226 | 7,775 | 1,183 | | 1,183 | |
| 301-4312-431.50-01 General Rentals & Leases | 400 | 1,600 | 1,228 | 337 | 1,200 | | 1,200 | |
| 301-4312-431.51-07 School Zones Repair | 25,030 | 25,679 | 93 | 25,586 | 649 | | 649 | |
| 301-4312-431.59-01 Training | 500 | 590 | 589 | 1 | 90 | | 90 | 351,251 |
| 305-4361-436.35-50 CDBG Grant Expense | 0 | 321,150 | 345,029 | (23,879) | 321,150 | 23,879 | 345,029 | 345,029 |
| 512-4654-465.56-01 General Supplies | 256 | 249 | 220 | 29 | (7) | | (7) | |
| 512-4654-465.59-02 Travel | 0 | 7 | 7 | 0 | 7 | | 7 | |
| 610-4331-433.11-10 Full Time Salaries | 179,735 | 154,735 | 64,617 | 90,118 | (25,000) | | (25,000) | |
| 610-4331-433.20-18 Reimburse state funds | 0 | 175,382 | 175,382 | 0 | 175,382 | | 175,382 | |
| 610-4331-433.24-01 General Contract Services | 4,200 | 29,200 | 28,083 | (583) | 25,000 | | 25,000 | |
| 610-4331-433.40-04 Equipment Maintenance | 6,209 | 4,409 | 1,701 | 1,932 | (1,800) | | (1,800) | |
| 610-4331-433.40-16 Fire Suppress Maint | 116,169 | 324,169 | 97,714 | 127,382 | 208,000 | | 208,000 | |
| 610-4331-433.50-01 General Rentals & Leases | 0 | 2,133 | 1,327 | 0 | 2,133 | | 2,133 | |
| 610-4331-433.53-11 Government GRT | 300 | 1,221 | 1,135 | 86 | 921 | | 921 | |
| 610-4332-433.21-10 Procurement card fee | 10 | 40 | 39 | 1 | 30 | | 30 | |
| 610-4332-433.24-21 Demolition | 164,458 | 128,148 | 14,458 | 113,690 | (36,310) | | (36,310) | |
| 610-4332-433.34-07 Workers Compensation Ins | 16,648 | 16,898 | 8,200 | 8,698 | 250 | | 250 | |
| 610-4332-433.40-02 Building Maintenance | 201,343 | 304,252 | 31,854 | 246,308 | 102,909 | | 102,909 | |
| 610-4332-433.40-05 Field Maintenance | 102,000 | 100,475 | 60,843 | 33,732 | (1,525) | | (1,525) | |
| 610-4332-433.48-01 General Prof Services | 16,614 | 25,114 | 12,534 | 7,707 | 8,500 | | 8,500 | |
| 610-4332-433.56-01 General Supplies | 2,500 | 3,000 | 3,228 | (228) | 500 | | 500 | |
| 610-4334-433.75-03 Buildings Capital Outlay | 306,528 | 114,949 | 0 | 114,949 | (191,579) | | (191,579) | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--------------------|-------------------------|----------------------------|------------|------------------|-----------|-----------|----------------------|----------------|
| 610-4334-433.75-04 | 9,610,346 | 9,444,003 | 5,125,556 | 1,469,885 | (166,343) | | (166,343) | |
| 610-4334-433.75-05 | 93,944 | 103,250 | 90,888 | 6,192 | 9,306 | | 9,306 | |
| 610-4334-433.75-06 | 0 | 21,156 | 955 | 20,201 | 21,156 | | 21,156 | 131,530 |
| 620-4341-434.12-10 | 44,640 | 63,140 | 56,480 | 6,660 | 18,500 | | 18,500 | |
| 620-4341-434.21-10 | 0 | 11 | 10 | 1 | 11 | | 11 | |
| 620-4341-434.29-02 | 217,180 | 200,154 | 115,244 | 29,250 | (17,026) | | (17,026) | |
| 620-4341-434.32-00 | 240,000 | 228,000 | 65,989 | 161,854 | (12,000) | | (12,000) | |
| 620-4341-434.34-07 | 48,000 | 56,166 | 51,142 | 5,024 | 8,166 | | 8,166 | |
| 620-4341-434.40-12 | 573,756 | 616,526 | 324,295 | 284,343 | 42,770 | | 42,770 | |
| 620-4341-434.50-01 | 0 | 2,020 | 1,178 | 0 | 2,020 | | 2,020 | |
| 620-4341-434.56-01 | 6,000 | 4,250 | 2,507 | 1,743 | (1,750) | | (1,750) | |
| 620-4341-434.59-01 | 768 | 806 | 805 | 1 | 38 | | 38 | |
| 620-4341-434.75-06 | 0 | 158,388 | 0 | 158,388 | 158,388 | | 158,388 | |
| 620-4342-434.12-10 | 14,305 | 8,305 | 5,826 | 2,479 | (6,000) | | (6,000) | |
| 620-4342-434.24-01 | 32,158 | 52,158 | 29,739 | 22,419 | 20,000 | | 20,000 | |
| 620-4342-434.24-19 | 50,355 | 14,355 | 8,925 | 5,430 | (36,000) | | (36,000) | |
| 620-4342-434.34-07 | 27,000 | 18,600 | 15,608 | 2,992 | (8,400) | | (8,400) | |
| 620-4342-434.40-04 | 6,300 | 18,300 | 17,151 | 1,149 | 12,000 | | 12,000 | |
| 620-4342-434.41-01 | 14,858 | 13,965 | 3,930 | 9,820 | (893) | | (893) | |
| 620-4342-434.50-01 | 3,093 | 1,073 | 665 | 225 | (2,020) | | (2,020) | |
| 620-4342-434.59-02 | 105 | 347 | 347 | 0 | 242 | | 242 | |
| 620-4342-434.75-05 | 3,000 | 20,919 | 20,025 | 1 | 17,919 | | 17,919 | |
| 620-4343-434.28-05 | 18,652 | 6,861 | 1,624 | 5,237 | (11,791) | | (11,791) | |
| 620-4343-434.34-07 | 2,500 | 18,584 | 18,559 | 25 | 16,084 | | 16,084 | |
| 620-4343-434.40-02 | 6,171 | 5,321 | 376 | 3,050 | (850) | | (850) | |
| 620-4343-434.40-04 | 1,500 | 1,300 | 743 | 557 | (200) | | (200) | |
| 620-4343-434.40-12 | 1,000 | 2,136 | 1,567 | 486 | 1,136 | | 1,136 | |
| 620-4343-434.56-01 | 800 | 1,000 | 376 | 624 | 200 | | 200 | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|--|-------------------------|----------------------------|------------|------------------|-----------|-----------|----------------------|----------------|
| 620-4343-434.61-01 General Uniforms | 0 | 800 | 799 | 1 | 800 | | 800 | 201,344 |
| 630-4351-435.53-11 Government GRT | 509,607 | 509,619 | 322,894 | 186,725 | 12 | | 12 | |
| 630-4352-435.75-03 Buildings Capital Outlay | 25,000 | 60,000 | 0 | 7,068 | 35,000 | | 35,000 | |
| 630-4352-435.75-05 Equipment Capital Outlay | 259,456 | 224,456 | 20,904 | 175,292 | (35,000) | | (35,000) | |
| 630-4353-435.12-10 Full Time Overtime | 8,471 | 10,471 | 8,279 | 2,192 | 2,000 | | 2,000 | |
| 630-4353-435.21-10 Procurement card fee | 20 | 30 | 20 | 10 | 10 | | 10 | |
| 630-4353-435.34-04 General Liability Insuran | 3,400 | 3,399 | 2,830 | 569 | (1) | | (1) | |
| 630-4353-435.34-07 Workers Compensation Ins | 7,583 | 7,584 | 7,583 | 1 | 1 | | 1 | |
| 630-4353-435.40-04 Equipment Maintenance | 96,450 | 96,033 | 37,165 | 56,590 | (417) | | (417) | |
| 630-4353-435.48-15 Water Tests Prof Services | 15,000 | 13,000 | 1,447 | 11,553 | (2,000) | | (2,000) | |
| 630-4353-435.50-01 General Rentals & Leases | 2,000 | 2,640 | 1,072 | 802 | 640 | | 640 | |
| 630-4354-435.40-12 Vehicle Maintenance | 114,322 | 117,272 | 60,304 | 56,029 | 2,950 | | 2,950 | |
| 630-4354-435.41-07 Water Line Materials | 1,423,395 | 1,411,314 | 597,399 | 556,657 | (12,081) | | (12,081) | |
| 630-4354-435.56-01 General Supplies | 29,980 | 34,554 | 20,639 | 10,950 | 4,574 | | 4,574 | |
| 630-4354-435.63-04 Water Utilities | 0 | 1,815 | 357 | 1,458 | 1,815 | | 1,815 | |
| 630-4354-435.75-03 Buildings Capital Outlay | 218,687 | 338,687 | 16,132 | 8,101 | 120,000 | | 120,000 | |
| 630-4354-435.75-05 Equipment Capital Outlay | 3,895,189 | 3,785,455 | 114,450 | 3,407,736 | (109,734) | | (109,734) | |
| 630-4355-435.40-04 Equipment Maintenance | 125,781 | 111,371 | 29,366 | 15,596 | (14,410) | | (14,410) | |
| 630-4355-435.50-01 General Rentals & Leases | 250 | 2,250 | 1,104 | 358 | 2,000 | | 2,000 | |
| 630-4355-435.75-05 Equipment Capital Outlay | 0 | 164,941 | 164,491 | 450 | 164,941 | | 164,941 | |
| 630-4355-435.75-06 Vehicles Capital Outlay | 172,000 | 19,469 | 0 | 19,469 | (152,531) | | (152,531) | |
| 630-4356-435.41-06 Sewer System Materials | 117,165 | 99,495 | 17,045 | 71,650 | (17,670) | | (17,670) | |
| 630-4356-435.56-01 General Supplies | 3,428 | 3,925 | 274 | 3,651 | 497 | | 497 | |
| 630-4356-435.63-02 Electric Utilities | 0 | 800 | 217 | 583 | 800 | | 800 | |
| 630-4356-435.75-05 Equipment Capital Outlay | 259,479 | 276,349 | 266,128 | 10,221 | 16,870 | | 16,870 | |
| 630-4358-435.40-04 Equipment Maintenance | 5,315 | 5,115 | 2,010 | 2,695 | (200) | | (200) | |
| 630-4358-435.50-01 General Rentals & Leases | 464 | 664 | 290 | 166 | 200 | | 200 | |
| 630-4358-435.56-01 General Supplies | 58,507 | 55,977 | 20,485 | 25,429 | (2,530) | | (2,530) | |

Exhibit D Cont.

2017 Mid Year Budget Adjustments

| | 2017 Final Budget | 2017 Memo Adj Budget | YTD Exp | Budget Remain | Memos | other adj | Total Adjustments | Fund Totals |
|---|-------------------------|----------------------------|------------|------------------|-----------|-----------|----------------------|----------------|
| 630-4358-435.75-05 Equipment Capital Outlay | 26,000 | 998 | 0 | 0 | (25,002) | | (25,002) | |
| 630-4358-435.75-06 Vehicles Capital Outlay | 0 | 27,532 | 0 | 0 | 27,532 | | 27,532 | |
| 630-4363-435.48-01 General Prof Services | 0 | 0 | 2,921 | (2,921) | 0 | 5,016 | 5,016 | 13,282 |
| 637-5637-563.75-04 Improvements | 102,369 | 102,379 | 102,378 | 1 | 10 | | 10 | 10 |
| | | | | | 1,399,445 | 620,256 | 2,019,701 | 2,019,701 |

CITY OF ROSWELL
Finance Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED: Consider direction of private request that the City of Roswell take over Memory Lawn Cemetery.

BACKGROUND: The City has been asked to consider taking over the private cemetery Memory Lawn Cemetery. At the December 19, 2016 and the January 23, 2017 meetings of Infrastructure Committee the request was discussed. There are monetary, legal and other issues related to City acquiring this cemetery.

Some of the issues discussed are herewith available with this packet. A major point of discussion was level of maintenance service to be provided. Option 1 and 2 clearly show the differences in a first rate care and a once a month mowing with no irrigation.

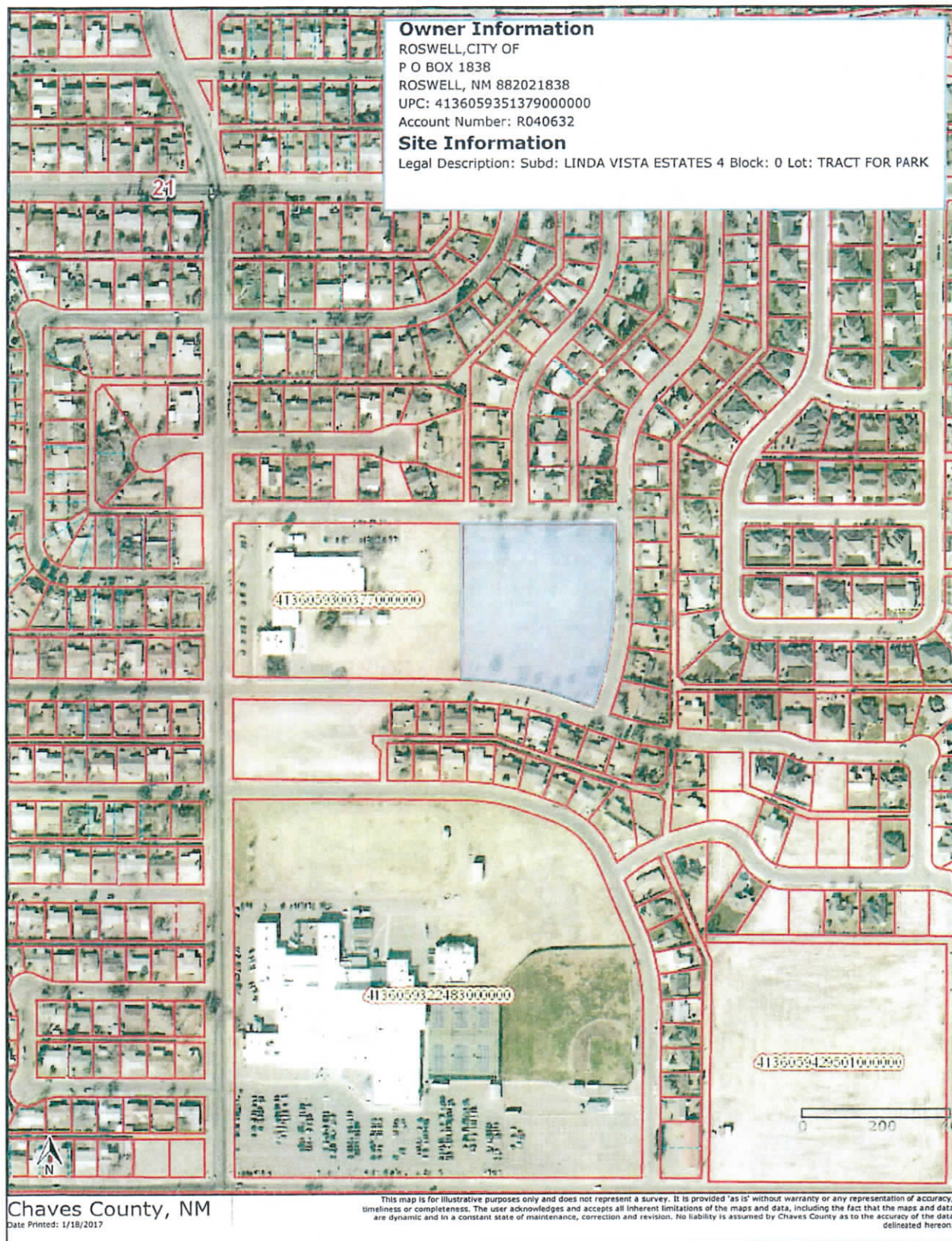
The ultimate decision is a full City Council decision. Does Council want the City to take over Memory Lawn Cemetery? If no, then issue is resolved. If yes, then what level of service and what are the other legal liabilities does the City acquire?

FINANCIAL CONSIDERATION: Option 1 – Full Service, Option 2 – Mow Once a Month

LEGAL REVIEW: Not applicable at this time.

BOARD AND COMMITTEE ACTION: Open discussion and consider sending to City Council on February 9, 2017 for full council to decide direction of this request that City acquire Memory Lawn Cemetery.

STAFF RECOMMENDATION: Recommendation from City Engineer is not to acquire Memory Lawn Cemetery.







PROJECT ESTIMATE

Project: Memorial Lawn
 Prepared by: Kevin Dillon
 Date: 12/28/2016

| # | Description | Misc Note | Unit | Cost Per | Quantity | Cost |
|----|--------------------------|--|------|---------------|----------|---------------|
| 1 | General Staff | Fully Burdon Annually | Ea | \$ 49,350.00 | 2.00 | \$ 98,700.00 |
| 2 | Supervisor | Fully Burdon Annually | Ea | \$ 56,400.00 | 1.00 | \$ 56,400.00 |
| 3 | Backhoe | | Ea | \$ 95,000.00 | 1.00 | \$ 95,000.00 |
| 4 | 1-Ton Dump Truck | | Ea | \$ 45,000.00 | 1.00 | \$ 45,000.00 |
| 5 | 60 Inch Deck Mower | | Ea | \$ 12,000.00 | 1.00 | \$ 12,000.00 |
| 6 | 2-Line Gas Trimmers | | Ea | \$ 220.00 | 2.00 | \$ 440.00 |
| 7 | Pruning Tools | | Ea | \$ 300.00 | 1.00 | \$ 300.00 |
| 8 | Hand Tamper | | Ea | \$ 50.00 | 3.00 | \$ 150.00 |
| 9 | Shovels & Rakes | | Ea | \$ 20.00 | 8.00 | \$ 160.00 |
| 10 | Irrigation System | Cost is all included per 60' Dia Heads | Ea | \$ 350.00 | 160.00 | \$ 56,000.00 |
| 11 | Electrical | | Ea | \$ 20,000.00 | 1.00 | \$ 20,000.00 |
| 12 | Hydro - Seeding | Pricing per Thousand Square Feet | MSF | \$ 62.00 | 231.60 | \$ 14,359.20 |
| 13 | 6' Chain Link | East, West & North Sides | LF | \$ 45.38 | 1768.00 | \$ 80,231.84 |
| 14 | Front Rod Iron | 6' Decrative Metal Fence | LF | \$ 63.50 | 989.00 | \$ 62,801.50 |
| 15 | Sliding Gates | 6' x 25' at Each Entrance | Ea | \$ 5,500.00 | 3.00 | \$ 16,500.00 |
| 16 | Lowering Device | | Ea | \$ 5,500.00 | 1.00 | \$ 5,500.00 |
| 17 | Columns | | Ea | \$ 1,500.00 | 1.00 | \$ 1,500.00 |
| 18 | Greens | | Ea | \$ 400.00 | 7.00 | \$ 2,800.00 |
| 19 | Canopy | | Ea | \$ 6,000.00 | 1.00 | \$ 6,000.00 |
| 20 | Casket Carrier | | Ea | \$ 2,400.00 | 1.00 | \$ 2,400.00 |
| 21 | Chairs & Covers | | Ea | \$ 340.00 | 1.00 | \$ 340.00 |
| 22 | Stone Lifter | | Ea | \$ 1,400.00 | 1.00 | \$ 1,400.00 |
| 23 | 60' x 45' Metal Building | Equipment Storage & Restrooms | Ea | \$ 300,000.00 | 1.00 | \$ 300,000.00 |
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|-------------------------------------|--------------|----------------------|
| <input type="checkbox"/> | Sub-Total | \$ 877,982.54 |
| <input type="checkbox"/> | O&P | \$ - |
| <input type="checkbox"/> | A/E Fee | \$ - |
| <input type="checkbox"/> | A/E Reimb | \$ - |
| <input type="checkbox"/> | GRT 7.5% | \$ - |
| <input checked="" type="checkbox"/> | Contengency | \$ 26,339.48 |
| | TOTAL | \$ 904,322.02 |

| | |
|---------------------------------------|----------------------|
| Total Supplies & Equipment | \$ 749,222.02 |
| Total Fully Burdoned Salaries | \$ 155,100.00 |



PROJECT ESTIMATE

Project: Memorial Lawn Option II
 Prepared by: Kevin Dillon
 Date: 1/25/2017

| # | Description | Misc Note | Unit | Cost Per | Quantity | Cost |
|----|---------------|--------------------------------------|---------|-----------|----------|-------------|
| 1 | General Staff | Fully Burdon @ 8 Hrs 1 Visit / Month | Monthly | \$ 190.00 | 12.00 | \$ 2,280.00 |
| 2 | General Staff | Fully Burdon @ 8 Hrs 1 Visit / Month | Monthly | \$ 190.00 | 12.00 | \$ 2,280.00 |
| 3 | General Staff | Fully Burdon @ 8 Hrs 1 Visit / Month | Monthly | \$ 190.00 | 12.00 | \$ 2,280.00 |
| 4 | Porta-Potty | | Monthly | \$ 250.00 | 12.00 | \$ 3,000.00 |
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|--------------|---------------------|
| Sub-Total | \$ 9,840.00 |
| O&P | \$ - |
| A/E Fee | \$ - |
| A/E Reimb | \$ - |
| GRT 7.5% | \$ - |
| Contengency | \$ 295.20 |
| TOTAL | \$ 10,135.20 |

**MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.**

POST OFFICE BOX 1436
ROSWELL, NM 88202-1436
TELEPHONE: (575) 622-1106
EMAIL: Jimmy@craiglawllc.com

**MARION J. "JIMMY" CRAIG III
ATTORNEY AT LAW**

**601 W. SECOND STREET, SUITE 8
ROSWELL, NEW MEXICO 88201**

January 5, 2017

Louis Najar, P.E.
Director of Planning and Engineering
City of Roswell
P.O. Box 1838
Roswell, N.M. 88202-1838

Re: Memory Lawn Cemetery

Dear Louis:

This letter is in response to the letter to me of December 28, 2016. I will attempt to answer the seven (7) questions posed, though some of those will have to be referred to others:

A. Question 1 – Water rights – The water rights are not currently leased. Judge Romero gave the Receiver the authority to lease water rights, but no such rights have been leased because of the ongoing discussions regarding transfer of the Cemetery.

B. Question 3 – Status of Cemetery Records – I believe that all of the Cemetery Records that we have been able to marshal are in the custody of the Receiver – Robert B. Corn. Most of these records are paper, though I know at one time there was some effort to digitize some of the records. My belief is that did not get all that far.

You will need to contact Judge Corn to determine exactly what records are available. There are some incomplete records, which resulted from the activities of prior owners. Since the Receiver has taken over the Cemetery he has made a conscientious effort to document all work done, and has made sincere effort to obtain all records available. Those records are in his custody and will be delivered to the City in the event that the City commits to the project.

C. Questions 4 – Survey/Layout – There are plats available and filed in the Plat Records of Chaves County, New Mexico. The following would be a listing of at least some, if not all, of the surveys and plats:

Surveys: Filed Book S2, Page 68; S16, Page 68.

Plats: Filed Book 1, Page 9A; Book F, Page 37; Book B, Page 188; Book C, Page

93; Book B, Page 180; Book C, Page 60; and, Plat for Peaceful Ridge Subdivision in Book 1, Page 31A.

There are restrictive covenants contained in Book 645, Page 317.

D. Question 9 – Well – I know the well is currently not working, and Judge Corn has contacted a well company to determine the cost of repair. He would have that information.

E. New Question – There are no outstanding liens. The Receiver has kept all taxes current.

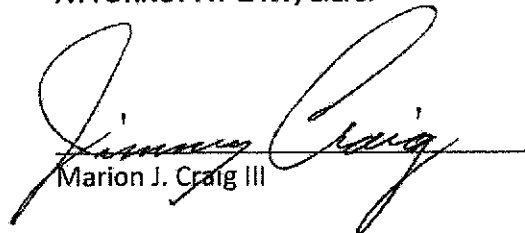
F. Is there any other that should be disclosed to the City or any potential owner? The above is all that I know from our litigation. I would try to answer any other questions posed.

G. The policy and rules and regulations: There are restrictive covenants recited above. There may have been rules and regulations over the years, but those would have been particular as to the owners. Mr. Corn would have copies, if there are any. The primary rule of which I am aware was the rule requiring flat monuments for the ease of maintenance. I believe there is one portion of the Cemetery which was to all standing monuments, but to the best of my knowledge that area has not been used.

If you have additional questions, please let me know.

Sincerely,

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.



Marion J. Craig III

XC: Robert Corn

**MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.**

POST OFFICE BOX 1436
ROSWELL, NM 88202-1436
TELEPHONE: (575) 622-1106
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RECEIVED

DEC 09 2016

CITY CLERK
ROSWELL, NM

MARION J. "JIMMY" CRAIG III
ATTORNEY AT LAW

601 W. SECOND STREET, SUITE 8
ROSWELL, NEW MEXICO 88201

December 7, 2016

HAND DELIVERED:

TO: CITY MANAGER
CITY OF ROSWELL

and

INFRASTRUCTURE COMMITTEE

RE: MEMORY LAWN

Dear Member of the Infrastructure Committee and the Roswell City Manager: :

The Receivership for Memory Lawn Memorial Park includes the real property described on Exhibit A to this letter. Parcel I of the described property includes Tracts 1 and 2, which consist of the land platted as cemetery land, platted for burial plots. Parcel II and Parcel III consist of Tracts of land held by the Receiver which are not specifically platted as cemetery plots, but are rather described in terms of 5 acre lots which may be sold. Parcel II has 2 lots, Parcel III has 4 lots (Peaceful Ridge Subdivision).

The Receiver also holds on behalf of the Cemetery 36.8 acres of water rights having a priority dates of 1909 (9.6 acres); 1911 (8.7 acres); and 1922 (18.5 acres). These are Artesian water rights, and an irrigation well does exist on the SE Corner of the Cemetery. The pump is currently inoperable, but has operated in the past and has provided sufficient water for the irrigation of the Cemetery.

The land in Parcel II and Parcel III are not dedicated to Cemetery purposes, but are surveyed to be residential lots within the extraterritorial zoning area adjacent to the City of Roswell. The areas platted for cemetery plots have areas which have not been used.

Memory Lawn, Section A, was platted on May 29, 1953, and has been continuously used as cemetery since that time. Many citizens of Chaves County are buried in Memory Lawn Memorial Park, and services are continuing to be performed Lawn. Numerous families in Chaves

County own unused plots in Memory Lawn, have had an expressed an interest in being buried there among family members.

Memory Lawn operated as a perpetual care cemetery until 2012 at which time the perpetual fund trust was revoked and the funds were turned over to the Receiver for use in rehabilitating the Cemetery. Prior to the lawsuit in 2008, complaining of the prior owners (Allen Drake -- now deceased, and Vivian Drake), the Cemetery had been owned by various individuals and companies. After the Drakes acquired the Cemetery, the Cemetery fell into disrepair. The Receiver has expended funds to bring the Cemetery back to a better state, but has also experienced short falls in operating cash which has resulted in the property not being watered for the last several years.

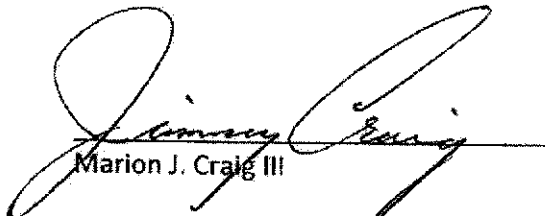
The Sub-Division Tracts appear to be marketable; and in fact two deeds were set aside by the Receiver where lots had been conveyed by Mr. Drake after the Court's judgment removing the property from the Drakes and placing it in a Receivership. These lots are all in proximity to Briar Ridge, and therefore have potential access to City Water and/or Berrendo Water. There is more than enough land for cemetery purposes contained in Parcel I.

The original lawsuit was filed by individuals who have family members in the Cemetery and were concerned that the Cemetery was not been properly cared for and that there was a move to sell all of the water rights from the Cemetery to third-parties. The Cemetery is in need of long-term care to continue to operate the Cemetery and care for the residents of Chaves County, and their relative, who have been buried there. During the course of this matter our office has received correspondence from family members located across the United States concerned about their family member's burial plots and the future of the Cemetery.

There are abandoned cemeteries scattered across New Mexico, mostly around ghost towns. It would be a shame to have one located on the City limits of Roswell, especially one where so many of our citizens are buried.

Sincerely,

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.



Marion J. Craig III

XC: Memory Lawn Alliance

RA-141
IN THE DISTRICT COURT OF CHAVES COUNTY

STATE OF NEW MEXICO

STATE OF NEW MEXICO, on the)
relation of S. E. Reynolds, State)
Engineer, and PECOS VALLEY ARTE-)
SIAN CONSERVANCY DISTRICT,)

Plaintiffs,)

vs.)

NO. 20294

L. T. LEWIS, et al.,)

Defendants.)

REPORT OF SPECIAL MASTER
(Sub File # 296)

COMES NOW the Special Master and, after having heard the testimony, considered the evidence and being fully advised in the premises, makes the following Findings of Fact and Conclusions of Law and submits the following report and proposed order to the Court for its consideration.

FINDINGS OF FACT

1. Name of defendant: **PECOS VALLEY CEMETERY CO., INC.**
2. The parties hereto have accepted an offer of Judgment concerning the defendant's rights; said Offer of Judgment is hereby approved and made a part of this report.
3. The Court has jurisdiction of the parties and the subject matter herein.
4. State Engineer's abstract of water right files, abstractor's certificate of title and the hydrographic survey relating to this defendant's water rights have been introduced into the record and the same hereby incorporated and made a part of this report; that said abstract contains a true and correct summary of the contents of the instruments referred to therein.

5. The defendant own the lands described below.

CONCLUSIONS OF LAW

1. The defendant has a good and valid water right as follows, including reservoirs, as of March 1, 1927 in Section 16, Township 16 South, Range 24 East, N.M.P.M.
 - (A) a. State Engineer's File No.: RA-141
b. Priority: May 19, 1922
c. Source of water: Artesian Ground water
d. Well Location: SE1/4SW1/4NW1/4
e. Location & amount of acreage: Ft. Stanton, being 18.5 acres as shown on RA RE-SURVEY map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well
 - (B) a. State Engineer's File No.: RA-1723
b. Priority: January 5, 1911
c. Source of water: Artesian ground water
d. Well Location: Same as well RA-141
e. Location & amount of acreage: Ft. Stanton, being 8.7 acres as shown on RA RE-SURVEY map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well
 - (C) a. State Engineer's File No.: RA-142
b. Priority: January 5, 1911
c. Source of water: Artesian ground water
d. Well Location: Same as well RA-141
e. Location & amount of acreage: Same as RA-141
f. Duty of water: 3 acre feet per acre per annum, at the well
 - (D) a. State Engineer's File No.: RA-834
b. Priority: April 16, 1909
c. Source of water: Artesian ground water
d. Well Location: NE1/4SE1/4NW1/4, Section 27, Township 16 South, Range 24 East, N.M.P.M.
e. Location & amount of acreage: Ft. Stanton, Sec. 26, being 9.6 acres as shown on RA RE-SURVEY map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well

2. The defendant has no other ground water irrigation rights in the aforesaid section.

RECOMMENDATIONS

1. That the Court approve and adjudicate to the above named defendant the water rights set out under Conclusions of Law, paragraph 1 above.
2. That the Court enjoin the defendant from any use of the ground water of the aforesaid section for irrigation, except in strict accordance with the water rights set out hereinabove.

DONE, this 7 day of October,
1957, at Roswell, New Mexico.


SPECIAL MASTER

ORDER OF THE COURT

The Court, having considered the report of the Special Master, and being fully advised in the premises,

IT IS THEREFORE ORDERED that the report of the Special Master be approved and adopted.

IT IS FURTHER ORDERED that the defendant, **PECOS VALLEY CEMETERY COMPANY, INC.**, be, and he hereby is, enjoined as set out in the recommendations of the Special Master, until further order of the Court.

DATED, this the 12th day of January, 1958


DISTRICT JUDGE